

 <p>Category: Human Resources</p> <p>Policy applicable for: Classified and Unclassified Employees</p>	<p><i>Policy Title:</i> Training and Employee Development</p> <p>Effective Date: 07/01/2015</p> <p>Prior Effective Date: 03/2014</p>	<p><i>Policy Number:</i> 20.01</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

The University of Cincinnati encourages and supports efforts by eligible employees to develop their capabilities and advance their careers in the overall context of meeting the goals and objectives of the University. Efforts should be made to assure that all employees are encouraged to develop to their full potential.

Policy

Training Programs

Human Resources coordinates and/or conducts a variety of learning and personal development programs. These programs, which are scheduled throughout the year, are offered at no cost to the employee. Some classes may require a fee which is paid by the department. In addition, Human Resources provides customized programs when requested to assist departments in fulfilling their learning, organizational, and development needs.

Departmental Training

The position manager should assure that each employee is fully instructed on the duties and responsibilities of the assigned job and that the employee is provided the necessary training and tools to perform the job.

Each department or unit is responsible for providing job-related training and development opportunities for its employees. Such training is coordinated within the resources of the department and conducted according to the responsibilities, objectives and goals of the department or unit.

Other Educational Opportunities

Upon supervisor approval, employees may utilize the resources of UC for both personal and job-related development. The UC Libraries, numerous lectures, and other informational programs are scheduled throughout the year.

The Leadership and Development Center coordinates a series of courses which cover a variety of subjects. Employees may enroll in one or more of these courses.

All University Employee Training and Development offered by the HR Leadership Development Center (LDC) can be referenced by visiting <http://www.uc.edu/hr/training/>

Cancellations/No Show Fees and Tardiness

Class enrollment is limited to ensure the effectiveness of the learning sessions. This allows the instructors to give significant attention to each participant's needs. If you feel there is a scheduling conflict or you are not be able to keep your enrollment commitment, please consider enrolling in the class at a later date.

If you are more than 15 minutes late for a two or four-hour class, or 30 minutes late for an eight-hour class, please note that the instructor reserves the right to ask you attend another session. Tardiness can be disruptive to the instructor and the other participants.

Employees are responsible for obtaining approval from their immediate supervisor prior to registering for classes. There are some classes offered that incur a minimal fee to cover the cost of materials. This fee is charged back to the employee's department.

Employees who enroll in a class and discover that they are unable to attend must cancel their enrollment immediately to avoid a cancellation fee. For classes that include a fee, credit to the corresponding department will only be given if a cancellation notice is received within 10 days of the class. If an individual enrolls in a class that include a fee and fails to attend, any associated fee is forfeited by the department.

Employees may cancel their enrollment by notifying the Leadership Development team via email at HRlearning@uc.edu.