



Document Number	Staff Training and Development SOP, D.4.01
Owner/Contact Information:	
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Related Policies and Procedures	

1. Purpose/Introduction

The purpose of this departmental policy is to establish a framework for training and development of the staff in the Facilities organization. This departmental policy applies to all staff in Facilities.

2. Definitions

N/A

3. Procedural Steps

3.1 Policy: It is the policy of the Facilities department to promote and support continuous training and development of staff with the goal of increasing competency, skills, knowledge, and efficiency levels within the organization, as well as supporting advancement opportunities. Training opportunities supporting this effort include new employee orientation, safety, customer service, sustainability, diversity, technical training, professional license training requirements, tuition waiver for university offered courses, courses taken under the university tuition waiver program, tuition reimbursement for job related courses, job related workshops and seminars, on the job training, and continuing education. This departmental policy is subject to availability of training funds.

3.2 Guidelines: Career Development Plan (CDP) Supervisors and employees will determine and record training and development activities in the employee’s annual work plan. Supervisors are required to develop a CDP that includes at a minimum 16 hours of training for each direct report every year. Staff members with supervisory responsibilities are required to have at least 24 hours of training each year. Training plans for each staff members will be included in their annual work plans and maintained in the individual’s personnel file. In addition, training records for all Facilities staff will be maintained in a central training data base in Facilities.

3.3 Approval: All staff members are required to secure supervisory approval and receive approval via a TRV-1 form, if applicable before registering for training or making travel arrangements. All staff is required to follow the procedures for enrollment in courses under the tuition waiver program and the tuition reimbursement program. Efforts must be made to meet the requirement of the CDP by using the most cost-effective training options. Participation is subject to availability of funds.

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date