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| Policies of the University of North Texas | Chapter 5 |
| 05.016 Training and Development | Human Resources |

Policy Statement. To promote organizational vitality by providing progressive training and development opportunities that support life-long learning and assist individuals in working effectively together within their departments and throughout the University community.

Application of Policy. All Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

- I. **Policy:** It is the policy of the University to provide faculty and staff training and development opportunities within the availability of funds and as authorized under the State Employees Training Act of 1969. Such development shall be aimed at the needs of the individual employee and the University. Education and training will be offered to improve personal and professional skills and to prepare for assuming jobs of greater responsibility.
- II. **Training and Development Programs Defined:** The State Employees Training Act of 1969 allows the University to use public funds for training and development programs related to either current or prospective duty assignments. The University has established regulations and guidelines (on file in the Human Resources Department) that have been approved by the Governor's Office for four areas of training and development. The four areas are:
 - A. **In-Service Training Program:** Training which is provided within the University of North Texas to support the continued professional and personal growth of all employees in their work. Special training emphasis is made in the areas of service excellence, diversity, communication, and effective management. In-service training also includes on-the-job training, training in preparation for job assignments, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase his/her level of competence.
 - B. **Out-of-Agency Staff Development Program:** Education or training authorized by the University for selected employees. May consist of workshops, seminars, institutes, training sessions, college courses (with or without academic credit) and other special programs or activities offered internally by departments of University of North Texas, or outside the University by another source within or outside the State of Texas.

If the training is paid for by the University, and during the training period the employee does not perform his/her regular duties for three (3) months or more, the employee must work for the agency following the training for at least one (1) month for each month of the training period or repay the University for the cost of the training and salary (SB 223, 1999). *For Faculty development leave, see policy 06.010. **University may establish a more restrictive criteria.

The University shall require the employee to agree in writing to comply with the above requirements before the training begins. The University's Board of Regents may waive the requirements prescribed above and release the employee from the obligation if such action is in the best interest of the University or is warranted because of an extreme personal hardship suffered by the employee.

- C. College Degree Program: Provides selected employees college level (graduate or undergraduate) training leading to a degree in a field specifically required by University of North Texas; thereby, enabling the University to operate at a higher level of efficiency.
 - D. Internship Training Program: The type of learning experience which can be obtained only through actual work experience.
- III. The following individuals are authorized to approve participation in the training and development program:
- A. In-Service Training Program: Immediate supervisor and/or department head
 - B. Out-of-Agency Staff Development Program: Immediate supervisor, department head, dean or director
 - C. College Degree Program: Department head, dean or director, and President
 - D. Internship Training Program: Department head, dean or director, and President

IV. Training Responsibilities:

- A. Supervisors and Managers: Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:
 - 1. Providing employees on-the-job training in the proper performance of tasks.
 - 2. Providing a climate in which training and development of employees is encouraged.
 - 3. Integrating an employee's growth and development needs with the goals and objectives of the University.
- B. University Human Resources Department: The University Human Resources Department will:

1. Establish, administer and coordinate training policies and programs to meet University training requirements as authorized under the State Employees Training Act of 1969 and the policy established herein.
2. Develop programs which support the University's vision, mission and goals and the continued growth and education of the faculty and staff.
3. Review and approve training programs open to the University community.
4. Monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs.
5. Maintain University training records and files.

References and Cross-references.

Article 6252-11a, V.A.C.S.

*UNT Policy 06.010, Faculty Development Leave Policy and Guidelines

Forms and Tools.

Approved: 5/83

Effective:

Revised: 8/95; 9/99; 9/01; 11/05

*5/11 format only