IN-SERVICE TRAINING

PURPOSE: To enhance the utilization of Staff and maximize the effectiveness of their performance.

POLICY: The University recognizes that when employees feel competent and successful in meeting the demands of their jobs, both they and the University benefit. Therefore, the University shall endeavor to identify and respond to training needs in order to increase employee self-confidence, self-esteem, morale and productivity.

DATE APPROVED: July 7, 1999
REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

1) Supervisors shall be responsible for identifying training needs by considering the following areas:
   a) Effectiveness of methods and procedure used for performing departmental tasks.
   b) Employee’s skill level in relationship to their required job duties.
   c) Ability to manage human factors (i.e., conflicts, lack of support from co-workers, etc.).
   d) Change in requirements or functions to be performed by some or all department members.
   e) The introduction and use of new equipment in the department.
   f) Total departmental evaluation of performance, attitude and morale.

2) Supervisors shall be responsible for working with the Human Resources Office in establishing in-service training sessions.
   a) In-service training program costs shall be charged to the budget of the department initiating the training.
   b) Manpower costs generated by any instruction time devoted on an in-service training program by Franklin Pierce staff shall not be transferred to the department(s) budget(s).
   c) When groups of employees from different departments are to be trained, the costs may be divided between the departments.
   d) Franklin Pierce staff serving as trainers shall not be paid a stipend, in addition to their regular salary, if providing instruction during their normally scheduled work hours.
   e) In-service training shall be conducted during regularly scheduled work hours.
   f) Non-exempt employees shall be paid for time spent in training sessions that extends beyond their regular work hours, including over-time payments whenever necessary.
   g) Non-exempt employees shall not be penalized if they are occasionally unable to attend training sessions that extend beyond their normally scheduled hours of work.
3) The Human Resources Office shall have responsibility for conducting training programs, including statutory training programs and fringe benefit workshops, on a campus-wide basis.
   a) These programs shall be conducted after consultation with Senior Staff, Division/Department Heads.
   b) Every effort shall be made to arrange multiple sessions and meeting times that allow departments to remain open by staggering departmental work staffs.