

UNIVERSITY of



DAYTON

Policy on Staff Learning and Development

Effective Date:

Approval:

Maintenance of Policy: Vice
President, Human Resources

PURPOSE: The University recognizes that staff employees are key to achieving its Strategic Plan and objectives. In order to achieve this, the University has established this policy to promote continuing professional development and provide for access to learning & development.

SCOPE: This policy applies to all University employees.

POLICY: The University supports ongoing learning and development efforts that:

- Enhance the skills and competencies that an employee uses in his/her current position
- Build future competencies that support the future needs of the University
- Educate employees as to state/federal legal issues and guidelines for the workplace
- Encourage and support the career development goals of employees

Human Resources Programs

The Office of Human Resources offers employees a variety of non-credit programs to facilitate their entry into the University and help them navigate its processes and procedures. The University encourages staff employees to attend the following programs:

1. New Hire Onboarding

Several times a year, the Office of Human Resources hosts an onboarding program that all newly-hired, benefits-eligible staff are invited to attend. Supervisors are expected to make the necessary accommodations to enable their employees to attend this important introduction to the University.

2. Programs Sponsored by the Office of Human Resources

The Office of Human Resources offers specialized training to employees on a regular basis. These include programs in supervisory skills, administrative support skills, harassment prevention, and diversity and inclusion, among others. All faculty and staff are invited to attend.

REFERENCE DOCUMENTS:

1. Continuing Education Forms:
http://www.udayton.edu/hr/employee_resources/hrforms.php#continuing_ed

Policy on Staff Learning and Development, (continued)

POLICY (continued):

Funded Programs

Both Tuition Assistance monies (for-credit courses) and Continuing Education funds (non-credit programs) are administered through the Office of Human Resources.

1. Tuition Assistance

For details about this benefit, please reference the educational section of the Benefits Handbook.

2. Continuing Education Funds

The Office of Human Resources allocates significant funds to meet the developmental needs of staff and faculty. The use of these monies is limited to University-sponsored programs. Benefits eligible employees who work 1000+ hours a year may qualify to attend career-related programs funded through Continuing Education with their supervisors' approval. In order to qualify for Continuing Education funds, these programs must be approved for Continuing Education Units (CEUs) or Certified Professional Education (CPEs).

University retirees are only eligible to attend Osher Lifelong Learning Institute and other programming for seniors offered by the University's Special Programs and Continuing Education Office. These programs are subsidized for retirees by the Office of Human Resources.

Continuing Education Programs and Department Funding Guidelines

1. Education Opportunities that Qualify for Continuing Education Funds

In addition to offerings by the Office of Human Resources, a variety of departments on campus provide continuing education opportunities for staff and faculty including, but not limited to, programs sponsored by:

- The Center for Leadership (UDCL)
- Special Programs and Continuing Education
- The Center for Competitive Change
- Center for International Programs (CIP) Intensive English Program (tutoring only)

2. Assignment of Continuing Education Funds

The Office of Human Resources will pay the upfront partner fee for the University's participation in the University of Dayton's Center for Leadership (UDCL) on a yearly basis, and the divisions/departments will pay a daily rate of \$500 per day for each person attending a UDCL Executive Program. The half day rate for attending a UDCL Executive program is \$280.

Additionally, the cost of other developmental programs as referenced above will be divided between the Office of Human Resources' Continuing Education budget and the departmental budget of the individual attending the program. The cost of these non-credit programs will be funded by the Office of Human Resource's Continuing Education budget up to \$300 per day as long as funds are available. The remainder of the cost (if any) will be charged to the department with approval obtained from the appropriate level of supervision.

To ensure that continuing education funds are available to all benefits eligible employees equitably across the organization, the Office of Human Resources will contribute no more than \$1,200 per person (full-time, benefits-eligible) and \$900 per person (part-time, benefits- eligible) during the fiscal year (July 1 – June 30) for internal programs that offer continuing education (or comparable) credits. An employee may contact the Vice President of Human Resources for additional resources with the approval of his/her supervisor.

Policy on Staff Learning and Development, (continued)

POLICY (continued):

All Continuing Education forms completed by active employees or retirees, regardless of the cost of the program, require a sign-off by the participant's supervisor.

3. Cancellation Policy

Program participants who find themselves unable to attend programs for which they are registered must adhere to the cancellation policy of the unit sponsoring the training program.