

**Policy #**                    **UF002**

**Policy Title:**            **Staff Training Policy (Non-Conference)**

**Policy Steward:**        Associate Director of Facilities Learning & Development

**Purpose:**                    To provide clarity and guidance about staff participation in training and professional development programs

**Applicability:**            This policy applies to all University Facilities (UF) personnel.

**Eligible Employees**

*Division-Directed Training-* all UF Full-Time, Permanent Part-Time, Temporary, and Student staff are required to attend training as assigned by the Division.

*Employee Elective Training-* all UF staff working full-time at Montclair State University for at least 12 months after their official start date are eligible to request and participate in elective training programs or events that are directly applicable to their job or career path. Employees must not be in disciplinary, probationary, or Leave Without Pay status at the time of the request or at any time during the 12 months immediately preceding the request. Employees must maintain a satisfactory job performance rating and be in Eligible Employee status at the time of the training request.

**Ineligible Employees**

*Employee Elective Training-* new hires, probationary staff, Temporary, and Student employees are not eligible to request and participate in elective training programs or activities. Full-time and Permanent Part-Time staff who meet the eligibility requirements but are in disciplinary, probationary, or Leave Without Pay status at the time of the request or at any time during the 12 months immediately preceding the request are not eligible to take part in elective training under this policy. Employees who do not maintain a satisfactory job performance rating may also not participate in this program under this policy.

**Policy:**                    University Facilities staff are required, as directed, to attend all job-specific training as prescribed by an employee’s current job title, a performance review, or as a prerequisite to attain a different position. Employees are required to attend training sessions as assigned by their supervisor, manager, or Facilities Learning and Development, and register their participation via a sign-in sheet or other attendance verification

method, as directed. No employee shall sign-in as or otherwise register attendance at a training event for someone else.

Training programs may be administered by Montclair State University or an external provider on campus, off campus, online, or through an online Learning Management System.

University Facilities will consider employee requests or suggestions for employment-related training on a case-by-case basis. In such cases, the activity or course must be applicable to the requestor's present position or career path. Approval from the supervisor, the unit head, and the Vice President for University Facilities are required before an employee may register for or attend an elective training course.

Failure to attend training as directed or to adhere to division training request procedures may result in denial of future elective training participation, denial of fee reimbursement, if applicable, and/or disciplinary action up to and including termination.

**Procedure:**

**Division-Directed Training Assignment and Attendance Procedure**

1. In conjunction with division work units, Facilities Learning and Development (FL&D) shall catalog all job titles used in University Facilities and identify the regulatory, statutory, or skills-based training that is necessary for compliance and/or performance maintenance.
2. FL&D shall maintain the division's official matrix of training requirements and monitor effective dates and employee participation.
3. FL&D shall work with supervisors and managers to identify training needs, locate instructional resources, create a schedule of activity, and assign participants to courses.
4. Training shall be assigned based on operational requirements and employee work schedules.
5. Employees are required to attend assigned training as directed by their supervisor or manager and record their attendance via sign-in sheet or other attendance verification method as instructed.
6. FL&D shall maintain all attendance verification records. Physical sign-in sheets shall be retained in a file format that is acceptable by regulatory or statutory directives.

**Employee Elective Training Request Procedure**

1. The employee shall complete the Training Request Form, attach all relevant course or activity documentation, and submit the paperwork to his or her supervisor for approval.

2. The supervisor shall forward the request paperwork to his or her manager. The manager shall verify that the subject is relevant to the requestor's current job or career trajectory.
3. If the manager approves the request, he or she shall forward the paperwork to FL&D.
4. FL&D shall determine whether there is adequate funding available to support the activity. All training requests shall be presented to the Vice President for University Facilities (VPUF) for final approval.
5. FL&D shall send written notification to the requestor, the supervisor, and the manager of VPUF approval or disapproval of the request.
6. Employees are responsible for compiling and tracking any self-incurred training-related expenses as outlined in the *University Facilities Professional Development Reimbursement Policy*.

**Roles/**

**Responsibilities:**

**The Vice President for University Facilities** will function as an active participant in the administration of training and development opportunities by providing final approval of the applicability of courses, by approving the disbursement of funds to cover the costs of development and training programs, by ensuring that adequate funds are allocated for program operations, and by maintaining general oversight of all Division activities.

**Facilities Learning and Development** will oversee the administration of professional development and training policies and procedures, ensure the fairness and equity of the distribution of financial resources, and oversee the disbursement of development and training funds. FL&D will maintain an official training matrix for the division and partner with work units to identify and assign Division-Directed training to staff. FL&D shall ensure adherence to all program rules and procedures, retain files of all attendance verification records, and verify that all forms are completed and valid. FL&D will produce reports, as necessary.

**Managers** who serve as work unit heads will receive development and training requests from supervisors; and/or will assess the need for job-related elective development for employees within the department and assign staff to specific Division-Directed courses. Managers will discuss the applicability of requests or assignments with employees and provide direction on completion of the requisite forms. Training courses should be necessary for the acquisition of specific skills or knowledge and tied to specific short-term results.

**Supervisors** will notify staff of the requirement to attend assigned training and ensure that staff complete these Division-Directed courses. Supervisors serve as the first line of approval for Employee Elective Training requests.

**Employees** will attend all assigned training and record their attendance via sign-in sheet or other attendance verification method as instructed. Employees will complete all applicable forms and submit them to their supervisor for approval. After completion of an elective training activity, the employee is responsible for providing proof of attendance/completion and for completing all reimbursement forms in accordance with *Montclair State University Travel Regulations*.

**Definitions:**

**Department Head**- An Associate or Assistant Vice President, who oversees a major subdivision or branch of the Facilities Division.

**Elective Training**- A course of instruction that is chosen or requested by the employee that is advantageous to the employee but not required by regulatory or statutory compliance or performance maintenance.

**Probationary Work Period**- A set timeframe in which an employee's performance is closely monitored to assess his or her capabilities in a new job.

**Training**- The process of learning the skills that you need for a particular job or activity.

**Work (or Business) Unit**- A supervised group or team assigned to accomplish specific tasks. This can also refer to a physical location such as an office space or other work area.

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