

### 03.401 Training and Development.

1. Purpose. 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 UNT System.
2. Policy. It is the policy of the UNT System to provide employee 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 UNT System. Education and training will be offered to improve personal and professional skills and to prepare for assuming jobs of greater responsibility.
3. Training and Development Programs Defined. The State Employees Training Act of 1969 allows the UNT System to use public funds for training and development programs related to either current or prospective duty assignments. The UNT System has established regulations and guidelines (on file in the UNT 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 is provided within the UNT System 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 assignment, 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 may be authorized by the UNT System for selected employees. This 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 and/or the UNT System, or outside the UNT System by another source within or outside the State of Texas.

If the training is paid for by the UNT System, 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 1.5.1.11. \*\*University may establish a more restrictive criteria.

The UNT System 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 UNT System 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 the UNT System; thereby, enabling the UNT System 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.
4. 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 Chancellor
  - d. Internship Training Program. Department head, dean or director, and Chancellor
5. 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; and
3. integrating an employee's growth and development needs with the goals and objectives of the UNT System.

b. University Human Resources Department. The University Human Resources Department will:

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