

Enterprise Risk Services – Training Policy & Procedure

Effective July 1, 2013

1. Policy Summary

The University of Oregon recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment.

2. Policy Statement

a. Responsibility

ERS recognizes the importance of and supports employees in continuous learning, professional development, and training activities that are directly related to the execution of their job duties as defined in the position description.

The purpose of this policy is to provide guidelines for administering professional development and training within the Enterprise Risk Services (ERS) unit. It augments the University's Professional Development and Training Policy, it does not supersede it.

b. Budget

ERS shall initially endeavor to achieve a target of one to two days of training per employee per annum. Trainings may be a combination self-study, in-house trainings and out of agency trainings and conferences.

ERS will allocate a budget for training and professional development for employees. Each office will have discretion on how those funds are distributed.

c. Definitions

See section 5 of this policy and procedure for definitions used in this document.

3. Procedures

a. Eligibility criteria

Permanent and temporary employees are eligible for training at the discretion of the supervisor.

b. Needs Assessment

ERS units shall perform a comprehensive needs assessment every five years (with annual reviews) to systematically identify developmental needs of employees by:

- Identifying the unit's core competencies and where gaps exist.
- Involving employees in identifying training needs and developing individual training plans.
- Identifying training opportunities and setting priorities.
- Incorporating into the annual performance review process.

c. Mandatory trainings

All employees are required to attend mandatory trainings that have been identified for their position, this includes trainings to meet federal, state and or unit requirements.

d. Approval Criteria

Training requests will be reviewed using the following criteria: how it relates to current duties or anticipated future duties, cost of the training in relation to the perceived benefit, and organizational work-loads.

A supervisor may deny Release Time for reasons including, but not limited to, the following:

- Organizational needs and work-related emergencies.
- Personnel coverage and seasonal work commitments.
- Other trainings are available that are more related to job duties.
- The employee's request was made with insufficient time in advance of the training.
- If the training is substantially similar to another training that is offered for the same or less cost.

e. Approval Process

Employees must obtain their supervisor's approval in writing (using the ERS Training Request Form) prior to enrolling in and attending any training. Supervisors are required to either approve or disapprove an employee's enrollment in training.

Release time exceeding ten (10) work days per year requires approval by the Executive Director. Expenditures for a single training for one employee exceeding \$2500.00 require the approval of the Executive Director.

Voluntary attendance in training programs outside of regular working hours does not constitute overtime. Training activities outside of, and in addition to, regular work hours for non-exempt employees require written approval in advance, if the activities are to be considered as regular work for overtime compensation.

Training requests should be made with sufficient lead time to allow for proper evaluation of the request, and subsequent enrollment in the training.

Training requests shall be submitted using:

‘ERS Training Request Form’

‘ERS Travel Pre-Approval and Estimating Worksheet’ – if applicable.

Signed by the supervisor and forwarded to the ERS business office.

f. Payments & Reimbursements

Employees and Supervisors shall comply with all UO policies and procedures, and union contracts regarding training, travel and reimbursements in effect at the time of the training.

Expenses that may be paid by the University include an employee's salary, tuition and other fees, travel and living expenses, expense of training materials, and other necessary expenses of an instructor, student or other participant in a training or education program.

Requests for payment for training shall be made in conjunction with the supervisor's approval, using the ERS Training Request Form.

Requests for reimbursement for travel expenses associated with approved trainings shall be submitted on the ERS Travel Reimbursement Worksheet. This form must be accompanied by documentation of expenses, consisting of:

1. **Original** itemized receipts per the Business Affairs reimbursement policies
2. Detailed agenda
3. Evidence of attendance (e.g., certificate of attendance or completion)

For payment of course and related travel, the employee must:

1. Meet all course requirements
2. Attend the full period for classes
3. Complete all assignments
4. Provide an evaluation

ERS will **consider** payment for credentials or licenses that are related to the essential functions of an employee's position and assigned duties as allowed by OUS and UO policies.

g. Evaluations

To evaluate effectiveness, at the end of each training the employee shall submit to his/her supervisor an evaluation of the course regarding relevancy and accomplishment of program objectives using the ‘ERS Training Evaluation Form’.

h. Training Records

All training approved and attended under this policy shall be documented in the employee's personnel file or stored electronically. Supervisors are responsible for tracking/documenting the trainings and release time.

i. Forms

ERS Training Request Form

ERS Travel Pre-Approval and Estimating Worksheet

ERS Travel Reimbursement Worksheet

ERS Training Evaluation Form

ORM Request to Use Personal Vehicle (completed annually to confirm insurance coverage)

4. Resources

- No-cost trainings available to employees:
 - (a) UO eLearning (requires DuckID to log-in)
<http://odt.uoregon.edu/elearning>
 - (b) United Educators (requires registration using UO-specific code)
<https://www.ue.org/home.aspx>
 - (c) *Others to be added*
- Business Affairs Travel Reimbursement Requirements:
<http://ba.uoregon.edu/staff/travel-reimbursement#Receipts>
- UO Professional Development and Training Policy and Addendum A – Release time:
<http://policies.uoregon.edu/policy/by/1/0308-professional-development-and-training/professional-development-and-training-policy>

5. Definitions

a. Employee

For purposes of this policy the term ‘employee’ includes all officers of administration, and classified staff.

b. Supervisor

For purposes of this policy the term ‘supervisor’ includes all employees whose job encompasses supervisory duties, including academic program directors, department heads, and deans.

c. Training

Professional Development and Training is defined as learning undertaken by employees to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to the job and workplace. In addition to formal coursework, it encompasses a range of activities, such as workshops, seminars, classes, and conferences.

d. Employee Training Plans

An Employee Training Plan is a written plan used to systematically identify and record appropriate training and development activities that enhance an employee’s performance in a current or projected future assignment. The plan should include input from both the employee and supervisor.

e. In-service

In-Service Training: Training which is provided within the university to support the continued professional growth of all employees in their work.

f. Out of agency

Out-of-Agency Training: Education or training authorized by the university for employees, which may consist of workshops, seminars, institutes, courses and conferences.

g. Release Time

Release time is the time when a supervisor approves an employee to be released from normal work duties and compensated at the regular rate of pay to attend an approved professional development and training program.

h. Policy

Shall mean a plan or course of action or guiding principle intended to influence and determine decisions & actions.

i. Procedure

Shall mean a series of actions or processes which have to be executed in the same manner in order to always obtain the same result under the same circumstances.