



## **HRM 60.501: WORKFORCE DEVELOPMENT**

### **PURPOSE**

To define the policy and procedures related to workforce development.

### **POLICY**

The University encourages participation by employees in development programs that are job related or that allow employees to function competently and effectively on the job. The University also encourages participation in Adult Basic Education (ABE) programs leading to a certificate of General Educational Development (GED) for employees with less than a high school education.

### **PROCEDURE**

#### **Employee Development**

Employees attending a seminar or workshop offered during their normal work hours will be compensated for time spent in development programs provided:

- Prior approval of the immediate supervisor is obtained, and
- The program is job related and/or beneficial to the department.

Employees attending a seminar or workshop that is not job related and/or beneficial to the department, as determined by the immediate supervisor, must obtain approval to attend the program and apply for personal leave or leave without pay for time spent in development programs.

Non-exempt (support staff) employees approved or directed to attend a development program shall record time in the program as hours worked. Payment for hours worked in excess of 40 hours in the work week shall be compensated for as compensatory time or overtime pay. (HRM 60.311 Overtime-Compensatory Time).

Employees approved or directed to participate in a seminar or course not sponsored by the University shall be reimbursed associated costs upon course completion or the University will pay for the course (See OP 62.01 Travel).

#### **Literacy and Adult Basic Education**

The goal of literacy and Adult Basic Education (ABE) programs is to ensure that employees at the University have the basic skills necessary to function competently and effectively. The University allows employees enrolled in the literacy program and/or adult basic education

programs up to one hour off from work with pay per session, twice per week, for a total of two hours paid off per week if classes are scheduled during the employees' normal workday.

Leaving work to attend literacy or ABE class and failing to attend will be grounds for disciplinary action.

LAW/REGULATION: Fair Labor Standards Act

**REVIEW**

This policy and procedure will be reviewed by the Chief Human Resources Officer at least every four years.

**REVIEWED:**

/s/ Leslie Corey 10/9/2023  
Chief Human Resources Officer Date

/s/ David Shaw 10/11/2023  
Provost and Executive Vice President Date

/s/ Tracey N. Baham 10/11/2023  
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 10/30/2023  
General Counsel Date

**APPROVED:**

/s/ Mark E. Keenum 11/27/2023  
President Date