## MISSISSIPPI STATE UNIVERSITY DEPARTMENT OF HUMAN RESOURCES MANAGEMENT WORKFORCE DEVELOPMENT

# **PURPOSE**

To define the policy and procedures related to workforce development.

# POLICY

SEDED 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

#### 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 work day. Leaving work to attend literacy or ABE class and failing to attend will be grounds for disciplinary action (See Disciplinary Action Procedure #60-403).

#### 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. •

Europees 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.

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. (See Overtime/Compensatory Time, #60-311).

Employees approved or directed to participate in a seminar or course not sponsored by the University shall be reimbursed associated costs upon course completion (See Accounting Policy-Travel).

LAW/REGULATION

Fair Labor Standards Act

REVIEW

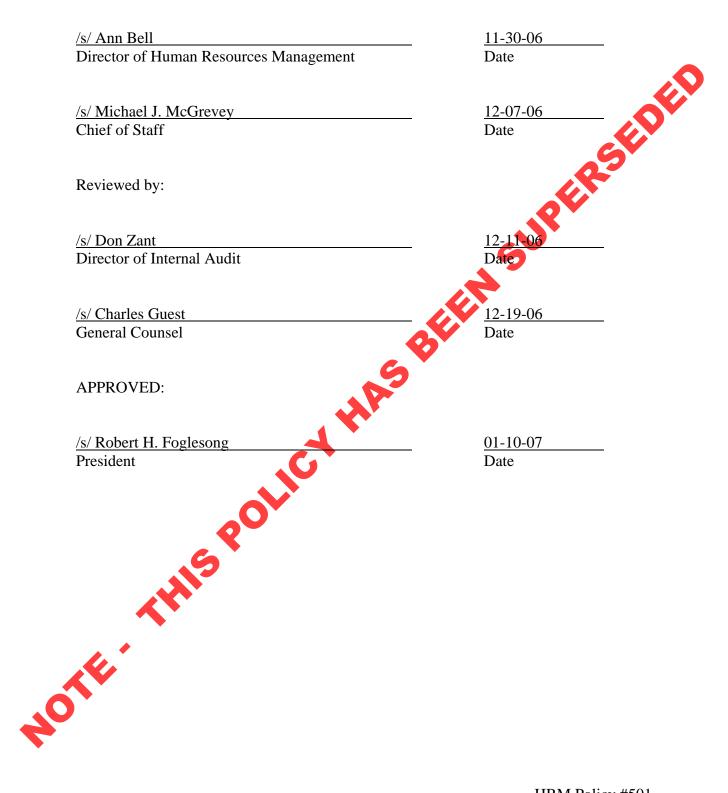
This policy and procedure will be reviewed by the Director of Human Resources Management at least every four years.

NOTE THIS POLICY HAS BEE

HRM #60-501 Effective 04/01/1994 Revised 05/01/2000 Revised 1/10/07

EDE

Recommended by:



HRM Policy #501