Background

The University of Cincinnati encourages and supports efforts by eligible employees to develop their capabilities and advance their careers in the overall context of meeting the goals and objectives of the University. Efforts should be made to assure that all employees are encouraged to develop to their full potential. This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

A collaborative approach should be taken between the employee and his or her manager/supervisor to discuss opportunities to enhance performance. However, ultimate responsibility for development and training resides with the employee. The employee’s department and the UCHR Learning & Leadership Development Center (LLDC) will assist employees in achieving training and development objectives.

1. Managers and Supervisors should assure that each employee is fully instructed on the duties and responsibilities of the assigned job and that the employee is provided the necessary training and tools to perform the job. Each department or unit is responsible for providing job-related training and development opportunities for its employees. Such training is coordinated within the resources of the department and conducted according to the responsibilities, objectives, and goals of the department or unit.

2. Human Resources coordinates and/or conducts a variety of personal and professional development programs. These programs, which are scheduled throughout the year, are offered at no or low cost. Any fees associated with programs are paid for by the department and are used to cover any associated costs for materials.

3. In addition, Human Resources provides customized programs when requested to assist departments in fulfilling their learning, organizational, and development needs.
Customized programs and retreat facilitation is offered at a minimal cost charged back to individual departments.

4. Managers and Supervisors are encouraged to recommend to UCHR LLDC any training and development which would benefit the department or employee.

5. UCHR LLDC assists in the professional development process by evaluating the recommendations of departments as well as overall University needs by:
   a. Developing and presenting training courses, and
   b. Offering training material and advice as to applicable methods for achieving training objectives.

6. Scheduled training programs for employees are announced through emails distributed to all Deans, Department heads, and Directors, as well as designated web sites and University publications.

7. If a department’s training needs cannot be met by UCHR LLDC, a referral of the request may be made to appropriate resources and advice given to the dean, department head, or director concerning alternatives.

8. Upon approval, an employee may attend a training program conducted by UCHR LLDC or other designated providers.

9. An employee:
   a. May request to attend a training program or be nominated to attend by his/her supervisor or department;
   b. May attend training as paid working time, if approved by his/her supervisor.
   c. If paid time is not authorized, the employee shall be notified of that fact by his or her manager/supervisor prior to the beginning of the training program.

10. UCHR LLDC is responsible for maintaining a record of employees who complete HR sponsored training courses.

11. Per Federal guidelines, the following training is required for the designated groups(s) of employees:
   a. All newly hired or rehired (with a year of separation or more) staff and faculty shall complete designated HR compliance courses, not limited to the following topics: Title IX, Campus Save Act, Harassment & Discrimination Prevention, Data & Privacy Security, and Diversity & Inclusion.
   b. Supervisors and Managers shall complete designated HR compliance courses specific for those in a position of leadership. Topics include, but are not limited
to: Title IX, Campus Save Act, Harassment & Discrimination Prevention, and 
Data & Privacy Security, and Diversity & Inclusion.
c. Specific departments and units may have additional mandatory training 
requirements including but not limited to: FERPA and HIPAA. Those required to 
take such training shall be notified.

Tardiness, Cancellations, and Administrative Fees

1. Instructors reserve the right to ask employees arriving more than 15 minutes late for a 
two or four-hour class, or 30 minutes late for an eight-hour class to attend another 
session. Tardiness can be disruptive to the instructor and the other participants.

2. Class enrollment is limited to ensure the effectiveness of the learning sessions. This 
allows the instructors to give significant attention to each participant's needs. If an 
employee knows of a scheduling conflict or is unable to keep his or her enrollment 
commitment, it is advised for the employee to consider enrolling in the class at a later 
date.

3. **Employees who enroll in a class and discover that they are unable to attend must 
cancel their enrollment** no later than 3 business days prior to the scheduled class. 
Employees may cancel their enrollment by notifying the Leadership Development team 
via email at HRlearning@uc.edu or by calling 513-556-6381.

   a. **For classes with a fee:** If an employee registers and fails to attend, or cancels 
      less than three business days prior to the class date, the employee’s department 
      will be charged a $25 administrative fee. When an administrative fee is incurred, 
      a notice of the charge will be sent to the employee and the employee’s 
      supervisor. While any materials fee will be charged, a credit will be held for the 
      participant to attend the class in the future.

   b. **For classes without a fee:** If an employee registers and fails to attend, or 
      cancels less than three business days prior to the class date, the employee’s 
      department will be charged a $25 administrative fee. When an administrative fee 
      is incurred, a notice of the charge will be sent to the employee and the 
      employee’s supervisor.

   c. Employees may arrange for a person to substitute for him or her with no 
cancellation penalty.
d. In the unlikely event that the LLDC cancels a course, there will be no charge.

Related links:

Contact: HRlearning@uc.edu or call 513-556-6381.