Scope

This policy applies to employees who are not covered by a collective bargaining agreement or an individual employment agreement that provides contrary language.

Purpose

The University of Cincinnati (“University” or “UC”) offers a variety of training opportunities to employees in order to maintain compliance with applicable laws and regulations, encourage professional growth, and provide career development opportunities.

Policy

A. Required Training

1. All newly hired or rehired (a year of separation from the University or more) employees must complete designated Human Resources compliance courses. In addition, supervisors and managers must complete designated Human Resources compliance courses specific for those in a position of leadership. Topics include, but are not limited to: Title IX, Campus SaVE Act, Harassment and Discrimination Prevention, Data and Privacy Security, and Diversity and Inclusion.

2. Specific departments and units may have additional mandatory training requirements. Topics include, but are not limited to: FERPA and HIPAA.

B. Central Human Resources Staff Success Center Training

1. The University’s Central Human Resources Staff Success Center (“SSC”) offers training and development materials, courses, and programs. In addition, upon request, the SSC can create training and development materials, courses, and programs tailored to a department or program’s specific needs.
2. Managers and supervisors may recommend or require that their employees attend a SSC training. Employee attendance at a recommended or required SSC training constitutes paid working time.

3. Employees may also request permission from their manager or supervisor to attend a SSC training. When responding to a request from an employee to attend a SSC training, a manager or supervisor may:
   a. Allow the employee to attend the SSC training as paid working time;
   b. Upon receiving written permission from Central Human Resources-Labor Relations, allow the employee to attend the SSC training, but not as paid working time. The employee’s manager or supervisor must provide prior written notice to the employee that their attendance at the SSC training will not be treated as paid working time; or
   c. Not allow the employee to attend the SSC training.

C. Catalyst and UCFlex Training and Education

Human Resources offers targeted systems-based training for Catalyst and UCFlex. Access to this training may require completion of a “Role Request Form.” Completion of the Human Resources training(s) for Catalyst and UCFlex does not guarantee access to either system.

1. Catalyst Role Request Forms are located on the Catalyst website.
   a. Link to access: www.uc.edu/catalyst
   b. Send completed forms to catsecure@ucmail.uc.edu

2. UCFlex Role Request Forms are located on the UCFlex website:
   a. www.uc.edu/af/bcs/uc-flex/ucflex-training
   b. Send completed form to the designated VP approver in the requesting employee’s college or business unit.

Related Resources:

UC Central Human Resources Staff Success Center: https://www.uc.edu/hr/ssc.html

UC Catalyst: www.uc.edu/catalyst

UCFlex: www.uc.edu/af/bcs/uc-flex/ucflex-training

Contacts:

UC Central Human Resources - Labor Relations and Policy Development
Phone: 513-556-6372
Email: emplabor@ucmail.uc.edu
Website: https://www.uc.edu/hr/labor-relations-policy-development.html

UC Central Human Resources Staff Success Center
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