

Oklahoma State University Policy and Procedures

STAFF TRAINING AND DEVELOPMENT

**3-0714
ADMINISTRATION & FINANCE
September 2005**

PURPOSE

1.01 All employees are encouraged to attend training programs that can help them perform their assigned duties and/or improve their qualifications for promotion or advancement.

SCOPE

2.01 This policy applies to all employees on the Stillwater campus and at all other University locations.

2.02 A close working relationship exists between the branch campuses and OSU Human Resources in order to provide certificate programs that are beneficial to the OSU System.

POLICIES AND PROCEDURES

3.01 Programs

A. OSU Human Resources offers a variety of seminars and workshops at a reasonable or no cost. Information about training programs is available in Human Resources and disseminated to employees in various campus publications and by direct campus mail.

B. OSU Human Resources staff are available to develop and coordinate training events offered through other departments.

C. Although OSU Human Resources brings training programs on campus, departments are encouraged to use off campus programs when appropriate.

D. OSU Human Resources develops certificate training programs that can be offered by all campuses. Utilizing the same course requirements and contents permits greater flexibility for enrollment. Regardless of the

campus location where the seminar is conducted, an employee will receive applicable credit for seminars taken.

E. Staff who meet academic requirements may enroll in University credit courses, contingent upon departmental approval for courses which meet during normal working hours. Information on University enrollment may be found in Policy and Procedure 3-0744, University Enrollment for Staff.

3.02 Enrollment

A. Permission to attend a training program during working hours is obtained through regular supervisory channels. A supervisor's signature may be required when applicable.

B. Pre-registration for enrollment in programs sponsored by Human Resources is usually necessary because enrollment is often limited. Registration is on a first-come, first-serve basis.

3.03 Travel

A. Travel to a seminar held during the workday must be counted as hours worked (for nonexempt employees). Travel time spent getting to the most conveniently located motor pool, railroad, bus depot, or plane terminal is not counted as time worked, unless during normal working hours. Bona fide meal periods are also not counted as time worked. Time for vacation, sick leave, other leave, and holidays, will be charged in accordance with the appropriate leave policy.

B. When nonexempt employees travel overnight on business (i.e. for more than one day), they must be paid for time spent traveling (except for meal periods) during the normal working hours on non-working days such as Saturday, Sunday, and holidays, as well as on their regular working days. Travel time as a passenger on an airplane, train, boat, bus, or automobile outside of regular working hours is not considered work time. However, any actual work the employee does while traveling, remains work time. Moreover, if an employee drives a car without being offered public transportation, then this travel is considered working time.

3.04 Make-up Time and Time Sheets

A. When participation in a training program is required by the unit administrator, the time spent in class is considered working time, whether the class meets during the regular work schedule or not. When the training program meets during working hours, nonexempt employees

should not check out and check in on the time sheet. The time away is counted as worked time.

B. When the required training course meets outside the employee's regular work hours, the nonexempt employee may be given equivalent time off during the same workweek to avoid hours in excess of 40. When this is not possible, the employee will be paid any resulting overtime according to the overtime policy. Such class time should be entered on the time sheet as worked time.

C. When the training program is held during working hours and is not required by the department (however, the unit administrator has approved an employee's request to attend), the time away from work is not considered working time. If possible, this time should be made up in the same workweek to avoid a possible overtime situation in a following week. The nonexempt employee records actual hours worked on the time sheet.

3.05 Training Fees

A. Training programs offered or coordinated by Human Resources will be offered at a reasonable cost. Payment will be handled by campus vendor invoice at the time of enrollment, personal bursar account, personal check, or cash (if the participant pays cash for a seminar fee, s/he will be issued a receipt). These payments are non-refundable unless cancellation is at least 48 hours prior to the seminar. The department may, at its discretion, send a substitute.

B. Human Resources may offer a program for no fee to the participant, but require enrollment in order to be sure adequate space and materials are available. In order to avoid last minute cancellations and "no shows" which could prevent another employee from participating and incur unnecessary costs for copies of materials, handouts, certificates, etc., departments will be assessed \$10 if their employee does not attend as pre-registered. If the employee cancels at least 48 hours in advance, there will be no charge assessed to the department.

3.06 Certificates

A. OSU Human Resources will issue a certificate of accomplishment for select training sessions and programs. A congratulatory letter will accompany the certificate. The certificate will be presented by the participant's department head or director to the participant.

3.07 Cancellation

A. The decision to hold a seminar is often based on the number of paid registrations. If within five working days of the seminar, Human Resources does not have enough paid registrations to cover the cost of the seminar, Human Resources has the right to cancel the seminar. Human Resources also reserves the right to change a seminar location, or reschedule any seminar, due to unforeseen circumstances. Those individuals who pre-registered will not be charged.

Approved: September 2005