

---

## EMPLOYEE DEVELOPMENT POLICY STATEMENT

UNCG HRS

*Effective: March 31, 1994*

*Reviewed: April 11, 2007*

---



### Purpose

The University of North Carolina at Greensboro is committed to the development and training of its employees. Training and development activities include University-sponsored workshops, lectures, symposia, the Academic Assistance Program (Educational Assistance Program), Tuition Waiver Program, and the General Equivalency Diploma Program. These opportunities for professional and personal growth by employees promote the University's general educational mission.

### Responsibility

The Department of Human Resources has a responsibility to provide programs that will strengthen and improve the knowledge, skills, and abilities necessary for employees to perform assigned functions, educate employees about University policies, encourage personal growth, and assist the University in complying with state and federal laws. Training needs are identified through discussions with supervisors and employees, survey instruments, focus groups, and statement of policy. The department has a responsibility to the University's faculty and staff to evaluate and assess its programming on a continual basis to ensure that specified training needs are being met.

### Eligibility

Any individual employed by The University of North Carolina at Greensboro in a permanent or time-limited position, including full-time, part-time, probationary, and trainee employees, may participate in the programs sponsored by the Department of Human Resources. The employees must seek and receive approval from their supervisor before participating in HRS training programs. The supervisor is responsible for determining that a course, seminar, or workshop will be sufficient benefit to the employee and/or unit to warrant attendance with released time from normal duties.

Generally, faculty and staff will participate in programs offered by the Department of Human Resources on a voluntary basis. Staff employees subject to the State Personnel Act are required to participate in an orientation program at the beginning of their employment. On some occasions, supervisors may require participation in required or special offerings of Employee Development. SHRA employees who supervise other SHRA employees are required to attend Supervisors Training during the first semester of their employment with UNCG in a new supervisory position.

Utilization of the Academic Assistance Program (Educational Assistance Program) also requires verification of available funds prior to enrollment in a course by the unit head, the Employee Development Coordinator, and the Office of Financial Planning and Budgets.

## **Relationship of Employee Development Activities with Internal Promotional Opportunities and Evaluations**

The Department of Human Resources offers a number of programs that contribute to development of supervisory skills and enhance general understanding of University work. Thus, participation in these programs may be considered as one factor in the review of internal applicants for promotion opportunities. Supervisors may also consider training and development activities in performance evaluations.