



POLICY STATEMENT

Implementation of Shippensburg University

Staff Training and Development

SU Policy Number: 403-003.0

ORIGINATING OFFICE

Human Resources

PURPOSE

The purpose of this policy is to establish the process taken to identify, develop and implement training programs through the actions of the Staff Development Manager and the Staff Training and Development Committee.

SCOPE

This policy affects all staff of the University community including administrators, directors, supervisors, technicians, managers, security, nurses, clerical and support employees, coaches and student activities.

Faculty and Foundation staff are not included in this policy; however, members from either group may take advantage of the programs offered.

OBJECTIVE

To establish an operational structure that facilitates efficient programming and scheduling of training courses, as well as the identification, scheduling and tracking of staff participants in training programs.

POLICY

In order to create an environment that strives for continuous improvement in University operations and employee effectiveness through informal and educational programs and activities, this policy:

1. Creates a relationship between the Staff Development Manager and the Staff Training and Development Committee as an avenue for identifying, developing and implementing training, informational and educational programs and activities.
2. Establishes as a University standard, the expectation that all managers and supervisors will support and encourage attendance at these programs and activities.

3. Identifies that most programs' attendance will be at the discretion of the individual, supervisor or manager. However, courses determined by University management or the State System of Higher Education's officers to be essential to the effective operation of the institution could require mandatory attendance.

RESPONSIBILITIES

1. Vice President of Administration and Finance:
Present to President's Cabinet the recommended courses at the beginning of each fiscal year and as needed at other times.
2. Staff Training and Development Committee:
 - a. To Assist the Staff Development Manager with identifying topics for training or other development areas.
 - b. To assist the Staff Development Manager with developing and presenting mandatory and optional courses.
3. Staff Development Manager:
 - a. To develop, coordinate and implement training, informational, and educational programs and activities for University staff.
 - b. To develop a yearly staff training and development plan which would be approved by the Director of Human Resources and the Vice President of Administration and Finance.
 - c. To publicize non-mandatory programs for optimal attendance.
 - d. To record the completion of training for each individual.
 - e. To serve as the chair for the Staff Training and Development Committee.
4. Director of Human Resources:
 - a. Serves in advisory to the Staff Development Manager.
 - b. Serves in advisory capacity for the direction, budgetary and content review for all training and development programs.
5. Managers/Supervisors:
To provide sufficient opportunities, through scheduling of work to permit employees to attend programs.

RECISSION

APPROVALS

EMT, 10/23/2020

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DISTRIBUTION:

Public