

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY B-5
EMPLOYEE DEVELOPMENT
REVISED 09-01-2005
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SUBJECT: Employee Development Programs

PURPOSE: To provide for the development of employees' job related professional abilities and skills, and enhance the employees' ability to perform their assigned job duties.

POLICY: It is the policy of Sam Houston State University (SHSU) to provide training to develop the competency and expertise of its employees.

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1. **In-House Training:** SHSU offers in-house training in several areas on a regular basis and in special areas on an as-needed basis.
 - a. Work safety training is provided by the University Safety Officer. Contact the University Safety Office for information about the training and a schedule of workshops.
 - b. Computer training is provided by the University Computer Center. For information about subjects and a schedule of classes, contact the Computer Services Department.
 - c. Policy, procedures, benefits, and related training is provided by the Human Resources Department on an as-needed basis. For information contact the Human Resources Department.
 - d. Equal Employment Opportunity/Affirmative Action Plan training for supervisors is provided by the University Affirmative Action Officer. Contact the Director of Human Resources for information.
 - e. New Employee (and two-year follow up) EEO Training is provided online, as required by State law. Each new employee must complete the training within 30 days of employment, and thereafter every two years.
 - f. SHSU courses are used as a method of training. Flex-time (variations in assigned work schedules) for one four (4) hour course per long semester may be granted when it does not interfere with work assignments and is properly approved. Refer to the university catalogue for admission/registration process.
 - g. Special need training is used to convey information about changes related to the terms and conditions of employment. Notices are sent to employees who need to attend.
 - h. Trainee positions may be established for on-the-job training. See Human Resources Policy WS-2, Staff Salary Administration for more information.
 - i. The Continuing Education Department offers classes on a regular basis in a variety of subjects. Contact the Continuing Education Department for information.

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2. **Outside Training:** SHSU encourages employees to attend outside training when inside training is not available to satisfy the need.
 - a. Special training provided by State agencies is used by SHSU employees to gain specialized knowledge and abilities required to perform their job duties.
 - b. Professional seminars are available through many sources. The Human Resources Department keeps an active file of professional seminars being offered in this area. Contact the Human Resources Department for assistance.
 - c. Professional organization meetings offer a source of specialized training. SHSU encourages attendance at these meetings as a method of development.
 - d. Continuing education classes offered by civic organizations, community colleges, public schools, etc. are available to SHSU employees.

3. **President's Employee Scholarship Program:** This scholarship is for full-time (1.0 FTE) benefits eligible staff and faculty employees, through the rank of Assistant Professor, who desire to take a class at SHSU. The applicants must have a minimum of one year full-time continuous employment at SHSU and have earned at least 3 semester hours at SHSU with a minimum 2.0 GPA.
 - a. Awards are based upon requests that best benefit the employee and University, see section 4.a.(1). No more than 25% of the available awards are distributed to faculty. Employees GPA, length of employment, and student classification level are primary factors of consideration.
 - b. Scholarships may be awarded for one course or one course with a lab, up to four (4) hours of college credit per semester at SHSU. The recommending department head should assure that employees involved in recent disciplinary actions are exhibiting positive work performance.
 - c. Staff employees may, with the approval of their supervisor, have a flex-time work schedule if it does not interfere with job assignments for one four (4) hour course each long semester. Faculty should schedule the course as to not interfere with teaching assignments, committees, and student office hours. If flex-time is not practicable, scholarship recipients may attend class outside their work schedule.
 - d. Scholarship recipients must meet all admission and registration requirements, and maintain a 2.0 or better grade point average. The recipient will receive approval of funds for courses, but no money, until successful completion of course.
 - e. To receive reimbursement the recipient must submit to the Human Resources Department their tuition/fee receipts, and a grade report of "C" or better. Reimbursement will be processed according to procedures for student financial aid scholarship disbursement requests.

4. Procedures for Making a Request and Documenting Training: A Staff Training Request and Documentation form should be completed by the employee or the immediate supervisor and submitted for approval along with any other necessary paperwork prior to the start of the training.

a. President's Employee Scholarship Program

- (1) To participate in the President's Employee Scholarship Program an official request application form should be processed indicating how the training will increase the employees' ability to perform his/her current job, or how it will prepare the employee for a promotion to a higher level job or for prospective duty assignments, i.e., will be mutually beneficial to the employee and the University.
- (2) Requests for the President's Employee Scholarship Program should be submitted following administrative channels to the Employee Benefits Committee through the Human Resources Department. **The deadline for making application is as follows:**

Fall Semester – July 1st Spring Semester – November 1st Summer I & Summer II – May 1st

b. In-House and Outside Training

- (1) Requests for in-house and outside training should be directed to the administrative supervisor with paperwork such as travel requests, registration forms, etc. being prepared and approved through regular procedures. The supervisor may also require an employee to attend training when it is necessary to achieve the ability to perform the job duties.
- (2) Purposes that may be served by in-house and outside training include, but are not necessarily limited to, preparing to deal with new technological and legal development, developing of additional work capabilities, increasing the number of qualified employees in areas designated by the University as having an acute shortage, and increasing the level of competence for current and prospective duty assignments.

5. Approvals and Audit Documentation

- a. The Department Head may approve in-house training and the Divisional Vice President may approve outside training requests.
- b. The Director of Human Resources must receive a copy of all Staff Training Request and Documentation forms for audit documentation purposes.
- c. The University Benefits Committee will review requests for the President's Employee Scholarship Program and recommend to the President potential recipients for approval.

Approved:
James F. Gaertner, President
Sam Houston State University