

Subject: Staff Education and Development

Applies to: All Staff and Faculty

- I. Policy: Organizational Development and Staff Diversity (ODSD), a division of the Human Resources Department, provides education and development opportunities for University staff, faculty members and volunteers. The purpose of these opportunities is to enhance the performance and effectiveness of the participant in his/her current job assignment and to broaden the individual's knowledge and skills for future job responsibilities.
- II. The University reaffirms its commitment that there shall be no discrimination against program participants. The University values diversity and is committed to equal opportunity for persons regardless of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law. Further, the University complies with all applicable non-discrimination laws in the administration of its policies, admissions, employment, and access to and selection for University programs, training and activities.

III. Guidelines:

- A. Eligibility: All staff and faculty members in supervisory and management positions are eligible to participate in leadership development programs. All staff and volunteers are eligible to participate in staff classes designed for those in non-supervisory positions. Registration is required for the educational workshops. All staff, faculty and volunteers are able to borrow items from the ODSD library. It is the policy of the University to provide equal opportunity for participation in all workshops and development programs without regard to the individual's age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.
- B. When no priority has been established, enrollment is accepted on a first-come basis.
- C. Pre-requisites for Program Participants: For some workshops, ODSD may establish pre-requisites. The purpose of such pre-requisites is to insure the qualification of the participant for the education workshop and to insure that the education has the maximum impact on the individual's role in the department and at the University.
- D. Pay Status of Participants: For all non-exempt (hourly-paid) staff, time spent in educational workshops (including pre-training and post-training work, if any) will be considered work time and must be paid as such. For exempt staff, time spent in educational workshops is generally considered work time.

- E. Acceptance of Enrollment in Workshops: For workshops requiring registration, contact ODSO for specific instructions).
- F. Cancellation of Workshop: In the event a workshop must be canceled, the registrants will be notified of the next available date and will be able to register if there is availability.

IV. ODSD Registration Procedures:

- A. Please call 585-275-9166 for registration information.
- B. It is preferred that participants of workshops give at least five (5) days notice of cancellation of attendance.

See also Policy:

#304 Tuition Benefits for Employees