

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 135</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Training	
<b>Revised Date:</b>	December 11, 1998	

## Training

### I. PURPOSE

As part of University Enterprises, Inc. (UEI) commitment to individual and organizational excellence, to support staff training and development opportunities, and to assist employees in meeting job performance standards.

### II. SCOPE

This policy applies to all UEI employees.

### III. POLICY

Training provides opportunities for personal and professional development through the use of internal and external resources.

University Enterprises, Inc. employees may request release time to participate in training workshops. Supervisors may grant employees release time to attend training only when the supervisor or manager determines that the normal function of the department or unit will not be adversely affected.

### IV. PROCEDURE AND RESPONSIBILITIES

- A. Employees should discuss all training and development interests with their immediate manager or supervisor.
- B. Part-time employees may only participate in in-house or local training programs. With supervisor approval, all UEI regular and negotiated employees may attend internal and external training programs.
- C. All requests for training must be approved in advance by the requesting employee's supervisor.
- D. If an employee is attending an external training program which requires travel, a Request for Travel form must be completed and approved prior to the travel date. Employees will be reimbursed for appropriate expenses incurred while attending training as outlined in UEI's Travel Regulations.