

Subject: **Staff Education and Development**

Applies to: All Staff and Faculty

- I. Policy: Human Resource Development, 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 applicants or employees because of race, religion, color, national origin, age, sex, sexual orientation, marital status, disability, veteran or Vietnam era veteran status, in matters of employment, promotion, transfer, layoff, termination, rates of pay, selection for training, recruitment and recruitment advertising.
- 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 nonsupervisory positions. Registration is required for the educational workshops (see Procedures). All staff, faculty and volunteers are able to borrow items from the HRD 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 race, religion, color, national origin, age, sex, sexual orientation, marital status, disability or veteran status.
  - B. When no priority has been established, enrollment is accepted on a first-come basis.
  - C. Pre-requisites for Program Participants: for some workshops, HRD may establish pre-requisites. The purpose of such pre-requisites is to ensure the qualification of the participant for the education workshop and to ensure 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 nonexempt (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, enrollment of the participant is confirmed via e-mail to the participant (see Procedures).
- 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. HRD Registration Procedures:

- A. Please contact HRD at [HRD\\_Registration@hr.rochester.edu](mailto:HRD_Registration@hr.rochester.edu) 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