

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.701 Training and Development	

Policy Statement.

It is the policy of the health science center to provide faculty and staff training and development opportunities within the availability of funds and as authorized under the State Employees Training Act of 1969. Such training and development shall be aimed at the needs of the individual employee in relationship to the mission, vision and goals of the health science center. Employees will be trained in the proper performance of their assigned tasks and will be given opportunities for personal development.

Individuals will receive training and development opportunities without regard to race, color, religion, sex, national origin, age, disability or veteran status.

Application of Policy.

Faculty and Staff

Definitions. **Training and Development Programs Defined:** The State Employees Training Act of 1969 provides that the health science center may use public funds to provide training and development programs related to either current or prospective duty assignments. The three areas are:

1. In-service Training Program: Job oriented training which is provided essentially within the health science center. It includes on-the-job training, training in preparation for job assignment, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities or to increase his/her level of competence.
2. Out of Agency Staff Development Program: Education or training authorized by the health science center for selected employees may consist of workshops, seminars, institutes, training sessions, college courses (with or without academic credit) and other special programs or activities offered internally by departments of UNTHSC-FW, or outside the health science center by another source within or outside the State of Texas.
3. Internship Training Program: The type of learning experience which can be obtained only through actual work experience.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| <p>1. The following individuals are authorized to approve participation in the training and development program:</p> <ul style="list-style-type: none">a.) In-service Training Program: Immediate supervisor and/or department head.b.) Out-of-Agency Staff Development Program: Immediate supervisor, department head, Dean or Director, and Vice President.c.) Internship Training Program: Department head, Dean or Director, and Vice President. | <p>Immediate supervisor, department head, Dean or Director, and Vice President</p> |
| <p>2. Training Responsibilities: Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:</p> <ul style="list-style-type: none">a.) providing employees on-the-job training in the proper performance of tasks;b.) providing a climate in which training and development of employees is encouraged;c.) integrating an employee's growth and development needs with the goals and objectives of the health science center;d.) maintaining appropriate departmental training records and files of employee participation in training programs. | <p>Supervisors and managers</p> |

References and Cross-references.

Texas Government Code, § 656.041

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: