# THE UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

| | | | |
|---|---|---|---|
| **SECTION:** | Personnel | **Number:** | 201.60 |
| | | **Revised:** | 7/01/04 |
| **SUBJECT:** | Training Programs | **Date Issued:** | |
| | | **Attachment(s)** | 0 |

**APPLIES TO:** Allied Health, Office, Professional/Administrative, Coaches in the Athletics Job Family, Technical, Service/Maintenance, and Staff members and Instructional and Primary Faculty members

**ISSUED BY:** Personnel Office and the Office of the Provost and Vice President for Academic Affairs

## I. Policy

The Human Resource Development (HRD) of the University Personnel Office main campus, and Training and Development (T&D) of the Medical Campus Human Resource Department functions, and for Dearborn and Flint campuses by their Personnel offices, in cooperation with operating unit management, will identify, recommend, plan, organize, and administer specific in-service training programs for University faculty and staff members and encourage maximum participation.

## II. Regulations and Definitions

A. Training programs are provided for all job families on a University-wide basis.

B. A faculty or staff member's participation in University training programs may be required by supervision.

C. Certain HRD programs on campus are offered at cost to the department or individuals participating. Other HRD programs and all T&D programs on the medical campus are offered at no cost.

D. Selection for, and participation in, University training programs is without regard to the non-relevant factors of race, sex, sexual orientation, color, religion, creed, national origin, or ancestry, age, marital status, handicap, Vietnam era veteran status, height or weight.

## III. Procedure

| RESPONSIBILITY | ACTION |
|---|---|
| HRD, T&D | 1. Establish training programs to meet needs of operating units. |

| RESPONSIBILITY | | ACTION |
|---|---|---|
| | 2. | Formulate appropriate training techniques for the programs to be administered, or assist departments in coordinating their own training efforts. |
| | 3. | Publicize programs in such University publications as the University Record, Management Intercom, Hospital Bulletin, and respective catalogs as appropriate. |
| Staff Member | 4. | With supervisor approval, select training programs that enhance both current performance and professional growth. |
| Supervisor | 5. | Encourage staff participation in training programs and assign employees to participate when appropriate. |
| | 6. | Notify HRD or T&D of names of staff members who will attend. |
| Human Resource Development | 7. | Take regular attendance. |
| | 8. | Record training completed. |