POLICY: Training and Continuing Education
Effective Date: February 2006
Revision Date: April, 2009

Engineering and Operations supports various training and development programs to assist staff in acquiring new knowledge and skills and enhancing current skills.

It is understood that career development and job skills acquisition are the joint responsibility of the employee, the supervisor and the department. Supervisors are expected to consult annually with direct reports to develop an appropriate staff development strategy. This might include job training and personal skill development. The accomplishments of the staff development strategy should be incorporated into the annual performance evaluation process.

To encourage skill development and continuing education, Engineering and Operations will contribute or reimburse a reasonable amount annually toward each employee’s continuing education. This contribution will apply to voluntary training only (see definitions below).

DEFINITIONS:

**Required Training:** Training that is job specific and is deemed by the department to be a mandatory requirement for a specific job and/or deemed to be in the best interest of Duke and the department. Examples: Safety training, compliance training, specialized training for new equipment or systems, and all expenses associated with license renewal for employees who are required to list their personal license in Duke’s name.

Required training will be funded fully by the department. This includes cost of instruction, time spent in training, associated training materials, and travel expenses if necessary.

**Voluntary Training:** Training or continuing education that is job related but not a mandatory requirement of the specific job. This may be training or continuing education that the employee wishes to participate in to enhance personal skill development or to maintain a license. While this training is not required by the department, it should be related in some way to the individual’s job.

The department will contribute or reimburse a reasonable amount per employee annually for voluntary training. Voluntary training must be submitted in the same manner as required training requests and receive approval prior to the training in order to be reimbursed for the training. Typically, only the cost of the course/seminar and associated materials will be covered. Work time and travel expenses are not included. Examples of voluntary training: related continuing education credits for personal license renewal, professional development courses, and skill development courses.

PROCEDURE:

All training requests (required and voluntary) must be submitted on a Departmental Training Request Form prior to the requested training. Sufficient lead time should be allowed for the approval process, scheduling classes, making reservations, etc. The form should be completed by the employee and/or supervisor and submitted to the area Manager or Assistant Director for approval. The Manager or AD should forward the form to the Human Resources Office for final submission to the Director.

Each training request will be evaluated to determine relevance of training, funding, and final approval. The reasonable amount allowance for voluntary training will be applied on a fiscal year basis from July 1 through June 30.

Some courses or seminars are designed with a grading system, usually pass/fail. The department may require proof of successful completion of training prior to reimbursement of funds.