

Out-Service Training

I. Purpose

To establish a policy/procedure for approval of out-service training, including formal courses, workshops, and seminars for Slippery Rock University management and staff.

II. Objectives

- A. To supplement on-campus training activities.
- B. To enable University employees to receive training essential to their jobs.
- C. To provide for coordination of on- and off-campus training to avoid unnecessary and costly duplication of effort.
- D. To provide for internal review and authorization of out-service training requests.
- E. To integrate out-service training into employee's personnel file.

III. Policy

Employees and supervisors considering out-service training should first check to see if any university-sponsored training, or classes available with tuition waiver, would meet their needs. If not, out-service training requests may be considered for: credit courses and non-credit continuing education classes, workshops, and seminars. Highest priority will be given to out-service training that is essential to job performance.

Out-service training payments will cover registration, tuition, travel, and meals if certain criteria are met. Books and materials to be kept by the employee will ordinarily not be covered, unless they are part of the registration or tuition fee.

For employee-initiated out-service training requests, it is preferable that it be scheduled during non-working hours. If that is not possible, educational leave may be sought. When attending out-service training, employees are subject to the same work rules and standards of attendance and conduct that they are while they are at the jobsite.

If the out-service training request is initiated by the employee's supervisor, it will be considered a work assignment. There will be 100% payment or reimbursement.

If the out-service training request is initiated by the employee, justification will be provided to the supervisor on the University out-service training form. Justification shall include: ways in which the requested training will benefit the University and the employee, total costs involved with a cost breakdown, and leave requested, if any. Unless precluded by labor agreement or memorandum of understanding, a co-payment

of up to 50% may be required of the employee. The decision regarding co-payment will be made by the dean/director on the basis of perceived benefit and/or financial impact to the employee and the University.

Employees should submit out-service training requests at least two weeks in advance of the scheduled training. If the request is approved before the registration deadline, payment will be made to the training source. If the request is not approved before the registration deadline, the employee may elect to pay the training source and seek reimbursement later. Until the out-service training request is approved, the employee assumes responsibility for any financial commitments made. If the employee pays the training source and seeks reimbursement from the University, a receipt must be provided. Supervisory approval indicates funding approval (either full funding or minus a co-payment).

Four copies of the out-service training are to be made. Copies go to the employee, the supervisor, accounting services, and the Training and Employee Services Manager. Out-service training will be included in the employee's personnel file.