

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.26

AREA: General

SUBJECT: Employee Development and Training

1. PURPOSE

The University of Houston System is committed to fostering an environment that encourages individuals to seek opportunities for professional growth and enrichment.

2. POLICY

- 2.1. The System urges supervisors, managers and employees to identify educational training and development programs that will improve job performance and develop potential.
- 2.2. It is the policy of the System that no person shall be discriminated against in opportunities for training and development activities on the basis of race, gender, color, religion, national origin, age, marital status, disability, sexual orientation or veteran status.
- 2.3. The goal of employee development and training is to improve the quality of the System and its component university's staff by facilitating opportunities to gain:
 - a. Knowledge about higher education and gain an understanding of the institution's goals and how each part of the organization affects and is effected by these goals;
 - b. An appreciation for academic values, concerns and needs;
 - c. Opportunities for understanding goals and problems of other areas of the System;
 - d. Training in technical, general and leadership skills;
 - e. Information about skills and knowledge needed for the future; and
 - f. Quality customer service skills necessary to improve internal services and support student recruitment and retention initiatives.
- 2.4. All employees are eligible, with their supervisor's approval, to attend training workshops applicable to their personal or professional development.

- 2.5. Frequently educational training and development programs are offered during an employee's regularly scheduled work hours. To the extent that it is possible and practical, supervisors and managers are encouraged to allow their employees to participate by granting release time. Employees attending such programs with the supervisor's authorization are not required to make up time spent in training and development sessions.
- 2.6. It is the responsibility of each System employee to complete annual mandatory training. System employees who do not complete annual mandatory training by the published deadline will not have met their job expectations and will therefore not be eligible for merit increases. Supervisors are responsible for monitoring their employees' training performance.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every five years, on or before June 1

4. APPROVAL

Approved: Carl P. Carlucci
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: October 14, 2008