



USM OFFICE POLICY ON EMPLOYEE TRAINING AND DEVELOPMENT

(Approved by the Chancellor 11/12/2012)

I. Purpose and Applicability

This policy sets out requirements and opportunities for USMO employees to participate in training related to their responsibilities in the USM Office and their general professional development. It applies to anyone holding a paid appointment in the USMO, as well as anyone holding a non-paid appointment that is physically working or training in a USMO facility.

II. General Principles and Policy

A. Various BOR policies require that employees be informed about USMO policies and various state and federal laws in order to administer and comply with them. Employees may also need specific training in order to perform their job responsibilities effectively. In addition, the USM wishes to provide other training opportunities that employees may chose to participate in to enhance their professional development.

B. As a condition of employment, USMO employees are required to complete Sexual Harassment Awareness training, in addition to any other training that may be required by the Chancellor or Vice Chancellor. Failure to successfully complete required training may subject the employee to disciplinary action, up to and including termination.

C. All required training may be taken by USMO employees during working hours.

III. Required Training

A. USMO Required Training

1. All USMO employees are required to complete a designated Sexual Harassment Awareness program. Current employees as of the date of approval of this policy must complete the training within 90 days of the approval date of the policy. New employees must complete the training within 90 days of their date of employment.

2. USMO Human Resources (USMO HR) will maintain a list of other training topics required by the Chancellor or Vice Chancellor for all employees or particular groups of employees. The deadline by which a training topic must be completed will depend on the topic and will be specified on the list of training topics.

3. Required training may occur in a variety of methods, such as in-person classroom sessions, online training and evaluation, webinars, attendance at off-site seminars, etc. The Addendum described in Section III of this policy lists any specifically required training programs and formats.
4. Successful completion of training is determined by the provider of the training. The USM Human Resources unit will track the completion of required training and follow up with employees and Unit management to ensure compliance with this policy.

B. Training Required by Supervisor

1. Training can be assigned by Supervisors or Managers and required as part of the employee's career development and/or performance development process (PDP).
2. Courses that are required by Supervisors or Managers should be taken by employees during normal working hours.
3. Nonexempt employees must have their Supervisor's or Manager's permission to complete required training outside of their normal working hours. However, if approved and the employee's schedule is not otherwise adjusted, the employee will earn overtime hours, if applicable, and must be compensated at the employee's overtime rate.
4. The Supervisor or Manager who assigns the training requirement is responsible for ensuring and documenting that the training is successfully completed.

III. Other Training Opportunities.

A. Recommended Professional Development Activities

To the extent that funding is available, Supervisors and Managers are encouraged to give employees time to take a minimum of 16 hours per year of job-related training or professional development during their normal working hours. This may take the form of seminars (either on-site or off-site), workshops, professional meetings, webinars, national meetings of professional organizations, online courses, etc.

B. Personal Enrichment Courses

USMO employees are eligible to participate in the USMO e-Learning Program, and may take Program courses at no cost for personal enrichment on their own time.

IV. Approved USMO Training Programs

- A. The Addendum to this Policy and Procedure, "List of USMO Training Programs," specifies all training programs approved by the USMO for any training required of all USMO employees, certain optional training opportunities available through USMO sources, and instructions for accessing them. These include, but are not limited to:
1. Required Sexual Harassment Awareness training; and
 2. Opportunities provided in the USMO e-Learning Program.
- B. The Addendum is not an exclusive list, except with respect to training required for all USMO employees. In particular, training required by a Supervisor and Recommended Professional Development need not be included.
- C. This Addendum may be modified or expanded from time to time, and employees will be notified of any changes to it.

APPROVED:



Signature of Chancellor

November 12, 2012

Date

List of USM Office Training Programs

Required of All USM Office Appointees

1. Sexual Harassment: Your Rights and Responsibilities
<http://www.usmd.edu/HR/index.html>

Optional Training Opportunities

1. E-Learning Program through SkillSoft:

Access to the SkillSoft e-Learning Program

SkillSoft is web-based training to which USMO employees have access through UMCP. Your login to the SkillSoft site, called SkillPort, will be the Directory ID and Directory Password that you use to access your biweekly time record. The login site is:

http://www.training.umd.edu/index.cfm?fuseaction=main.ss_login

Always access SkillPort via the link above. When you log out of each session, you will see a message that says: "Thank you for using SkillPort. Return to Login Page." You will not be able to log in again by clicking on "Return to Login Page." You must use the link above, so we suggest that you bookmark that page for future reference.

Upon login, you are encouraged to take the virtual tour to learn the features of SkillSoft. Through the Catalog, you can see details of all available courses, including a short Description, Target Audience, Expected Duration, Lesson Objectives, Learning Aids, and Skill Briefs. You do not have to complete the entire course in one session; you may save your work and return at a later date.

As you complete various e-Learning courses, you may wish to print a Certificate of Completion for your own records, especially if the course is required by a Supervisor or a Recommended Professional Development Activity.

If you have questions about SkillSoft, please contact Kathy DeShong at 301-445-1967 or deshong@usmd.edu.