



Title: Employee Training and Development Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The University is committed to the continuing development of its employees through appropriate training and feedback. Managers encourage employees to participate in approved programs that strengthen workplace skills and/or provide personal growth.

State Employees

Performance Programs and Evaluations include discussions about training and development. Training that is immediately relevant to the employee's workplace responsibilities should be incorporated into the employee's performance program. Prior written approval by the supervisor is required for courses taken during normal working hours. Employees are expected to use their own time for programs or courses for personal development.

Guidelines

Employees may participate in several training programs of varying duration during the course of the year. The amount of time an employee spends in training should be directly related to the learning needs identified in the mutually agreed upon development plan and will vary according to individual needs and the needs of his/her department. All employees must

have access to training and development opportunities that support his/her professional growth.

Employees of Related Organizations/Corporations

Employees of non-State organizations (i.e. Research Foundation, Clinical Practice Management Plan, etc.) are welcome to participate in approved programs for training and development. Prior written approval by the supervisor is required.

Definitions:

None

Contact:

Additional information about this policy is available here:

Human Resource Services

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [SUNY Policy 8205: Tuition and Fee Assistance for Employees](#)