



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.04 Staff Development

Issuance Status and Effective Date: July 2011

1. Introduction

The University of Hartford recognizes that staff development leads to responsible and effective administration while broadening the skills of staff, and that it is in the best interest of both the University and the individual. Staff are responsible for providing the motivation for their development, since all development is self development. The University is responsible for providing the opportunity and access to occupational education to the extent resources allow.

2. Orientation as Training and Development

The success or failure of the University's ability to recruit and retain qualified and enthusiastic staff is through immediate orientation of the prospective employee to the University's many cultural, educational and recreational advantages. The orientation process begins with the University's first contact with the applicant and continues through the first several months of the successful applicant's employment.

Training and development occurs at the beginning of the staff member's employment. Each new employee participates in HRD's New Hire Benefits Orientation Program. In addition, a comprehensive departmental orientation and training program can create an immediate positive impression on the new employee as well as provide the foundation necessary for becoming a productive contributor within the department. Each supervisor is expected to fully participate in the departmental orientation process.

3. Occupational Education and Development Expectations

The University expects all staff to view development as an essential component of every staff position at the University. In order to keep the University functioning effectively, continuous upgrading of skills is necessary. As the individual staff member gains more responsibility, more time and effort must be invested in seeking and acquiring the information and abilities that will enhance job performance. It is expected that each staff member at the University will continue to devote time to professional education and development. (See also **5.12, Tuition Remission and Other Educational Benefits/Opportunities**).

4. Fulfilling University Occupational Education Requirements

The nature of development is an individual decision, and can consist of self-study, internal programs, external programs, workshops or any combination of these. Each employee is expected to be familiar with EEO and Affirmative Action guidelines, orientation, employment policies and practices, drug-free and alcohol-free workplace requirements, rules and regulations, Dialogue for Direction, sexual harassment prevention and standard University policies and procedures.

In compliance with federal, state and Affirmative Action regulations, supervisors are responsible for maintaining annual training records of their employees. This information must be forwarded to HRD by mid-December of each calendar year for inclusion in the University's annual Affirmative Action Plan.