

Staff Development and Training

Training & Development in Plant Operations

This policy addresses support for workforce development in 4 distinctive categories:

- I. Workforce Training: Technical and Professional Education
- II. Basic Education (High school completion, GED, English as a Second Language)
- III. Enrichment: Personal and Professional Electives (special conferences, workshops)
- IV. College/Vocational Education and Tuition Support

I. Workforce Training: Technical and Professional Education

Technical training and professional education target core skills, knowledge and competencies required by job responsibility. Knowledge (information) and skills ('can do') contribute to (1) safety in the workplace, (2) enhanced performance and continued improvement, and (3) support of the strategic direction of Plant Operations.

Plant Operations employees are assigned to required, technical training through related 'learning tracks' associated to their job classification, their role, and the primary skills required for their job assignment. Required training is conventionally held during normal working hours and conducted at U-M. Employees are released by their supervisor from normal duties and related costs are covered by the department.

Professional workplace education (non-technical) is assigned similarly. Professional development for facilities and operations personnel is a function of Plant Academy (no fee) and augmented by elective coursework from internal U-M providers such as HRD (fee). Elective components of professional education are delivered by professional associations such as APPA, NACUBO, SHRM, and more. Supervisors approve the training schedule and any costs for training/certification. Travel is subject to higher authority and approvals.

II. Basic Education

Basic Education (High School completion, GED, English as a Second Language) is available to U-M employees as provided through cross-campus collaboration. Programs typically run September through May each year. An employee should let their supervisor know of their interest in Basic Education.

- Supervisors are encouraged to consider flexible scheduling to support basic education when the rate of interest and staffing capacity allow.
- A good faith effort is expected of the supervisor to communicate with the employee and explore the options available to seek Basic Education on campus or the home/school community.

III. Personal/professional enrichment

The U-M campus and community are enriched by innumerable special conferences and training events pertaining to appealing topics for both personal and professional enrichment. These special opportunities are primarily elective and not subject to full department support. An employee may request department funding assistance in advance of a special training/conference. Requests will be reviewed by the department head (A.D. or POLT-affiliate) who will consider the cost and merit of the request, which may result in some level of funding support for the event. Employees will take approved vacation time to attend conferences or events for elective personal/professional enrichment. An employee's time will not be covered by the department and there will be no support for travel, room or board.

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Update: September 1, 2013

Next update: August 1-September 1, 2014

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IV. College and Vocational Education - Tuition Support

Tuition support funding is a department matter. Department heads must review each request with an eye on available budget, the employee's current work responsibilities, and future organizational trends. In all cases:

- Paid release time is not permitted to attend class. Work accommodation options are outlined in SPG 201.69,
- Homework and online study will be conducted on personal time only.
- Related paperwork must be managed in a timely manner by the employee.
- Employees must meet the eligibility guidelines of SPG 201.69 including length of service and also consider the level of their appointment (percentage of FTE) in the resulting benefit to them

Bargained-for employees: tuition support is in accordance to the current bargaining contract. Refer to the specific contract and follow the paperwork requirements for Plant Employees (see below).

Non-bargained employees will find all detail related to tuition support in SPG 201.69. Highlights:

- Non-University of Michigan qualifying course work: 75% per term or annual, capped amount of \$5262 per fiscal year (FY14 cap)
- University of Michigan qualifying courses: full-time staff eligible for 75% of in-state tuition/registration for up to 4 credit hours per term.
- "Term" is defined by the qualifying non-UM provider. Term length will vary across traditional and nontraditional (i.e. accelerated) programs. Any number of terms is eligible for 75% of the cost of tuition up to an annual total of \$5262 (FY14 cap).
- In programs where a class or term begins in one fiscal year and ends in another, the first day of class will determine the fiscal year in which the employee is eligible for support. The employee must request and obtain tuition support advancements *prior to the end of the fiscal year* with proof of registration.

Paperwork Requirements – All Plant Employees

SPG 201.69 provides a full outline for paperwork and deadlines. Important factors are summarized below for Plant employees. Consult SPG 201.69 fully and process your paperwork carefully with PPAP0 .

Reimbursements: Required Documentation

1. Official grade report showing successful completion *defined in U-M SPG 201.69 as:*
Grade "B-" or better for graduate level courses
Grade "C-" or better for all other courses
"Satisfactory/pass"-approved non-credit course
2. Bill/receipts for requested reimbursement indicating "paid in full". The full detail of tuition and registration fees must be outlined in detail. All grants, loans, and scholarships received for the term must be included in the documentation submitted.
3. All documents must contain complete and accurate information as outlined above and submitted to PPAP0 in a timely fashion.

Advances: Required Documentation

1. Proof of registration must be submitted.
2. Official grade report submitted within 60 days of the end of the term. The same grade requirements outlined under Reimbursement #1, above, apply to advance support.
3. Receipt(s) must be submitted to PPAP0 within **60 days** of the end of the term (same detail must appear on receipts per U-M SPG 201.69).
4. All documents must contain complete and accurate information as outlined above and submitted to PPAP0 by the deadline of **60 days** from the last day of the term attended per U-M SPG 201

Approved _____

Date _____

Richard W. Robben, Director of Plant Operations

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