



# Training Policy 5.20

## Office of Human Resources

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Applies to: Faculty and staff

### POLICY

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Issued: 10/01/1973  
Revised: 07/25/1994  
Edited: 09/06/2002  
Reviewed: 09/01/2004

The University provides opportunity for and encourages participation in job-related training programs for staff and faculty that will enhance skills and knowledge and maximize job performance. The responsibility for participating in training is shared by individual employees, supervisors/managers, and the University.

### POLICY GUIDELINES

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#### I. Regulations

Employees may be required by the University to enroll in certain academic/vocational courses or attend training programs. Employees required to enroll in such programs will be reimbursed for expenses incurred in accordance with University regulations, provided the programs:

- A. Maintain or improve skills required in the profession or by the position.
- B. Are required to meet the express requirement of employment by the University, applicable law, or regulations.

Reimbursement of expenses incurred under the provisions of this policy must have the approval of the appropriate vice president and/or dean.

### PROCEDURE

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#### I. Employee Responsibilities

- A. Employees have the responsibility to:
  - 1. Seek out and participate in training opportunities to improve their job performance and potential.
  - 2. Obtain approval from their supervisor to attend training programs.
- B. Supervisors and managers have the responsibility to:
  - 1. Support and provide opportunities for individuals to pursue job-related training.
  - 2. Make every possible effort to allow individuals to participate in training during work hours.

#### II. Office of Human Resources Responsibilities

- A. The Office of Human Resources has the responsibility to serve as a provider of training for staff and, in some cases, faculty. This training includes, but is not limited to:
  - 1. Leadership development
  - 2. Supervisory and management training



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3. Office/administrative support training
4. Diversity training
5. Employee orientation

Other areas that provide training to University staff and faculty include, but are not limited to, [Office of Information Technology](#), [University Medical Center](#), [Financial Training and Documentation](#), [John Glenn School of Public Affairs](#), and [UNITS](#).

### III. Registration

Individuals interested in registering for training programs sponsored by the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), must follow the registration process defined by that office. Registrations are processed on a first-come, first-served basis. For more information on training, contact [Organization and Human Resource Consulting \(OHRC\)](#).

### IV. On-Site Training

In addition to its regularly scheduled training programs, the Office of Human Resources responds to requests by colleges, departments, and units for on-site training. The ability of this office to fulfill such requests is dependent on staff availability.

### V. Resources

The Office of Human Resources also provides a training and career resource center containing videos, books, and other written materials for employee professional development. Contact [Organization and Human Resource Consulting \(OHRC\)](#) for information.

## RESOURCES

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### For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)  
(614) 292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)

### For more information:

- Office of Information Technology [www.oit.ohio-state.edu](http://www.oit.ohio-state.edu)
- University Medical Center [medicalcenter.osu.edu](http://medicalcenter.osu.edu)
- Financial Training and Documentation [www.ctrlr.ohio-state.edu/financial/finance.shtm](http://www.ctrlr.ohio-state.edu/financial/finance.shtm)
- John Glenn School of Public Affairs [glennschool.osu.edu](http://glennschool.osu.edu)
- UNITS [units.osu.edu](http://units.osu.edu)
- Continuing Education [www.continuinged.ohio-state.edu](http://www.continuinged.ohio-state.edu)