

University of Oregon Professional Development and Training Policy 03.08
Addendum A: Guidelines for the Administration of Release Time

Prepared by:

Name: Pam Farmer

Phone: 346-3208

Email: pfarmer@uoregon.edu

Website: <http://odt.uoregon.edu>

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Procedures:

The University of Oregon supports the practice of professional development for all its employees. University supervisors may release employees from normal work duties to attend training programs that promote professional development and improve job skills.

Employees must obtain supervisory approval prior to registering for training.

Denials

A supervisor may deny a request for release time. Reasons for denial include:

- Organizational and work-related needs
- Personnel coverage
- Seasonal work commitments
- Work related emergencies

Tracking Release time

Supervisors who wish to monitor release time for training and development hours for their employees are responsible for tracking those hours.

Definitions:

Release time is the time when a supervisor approves an employee to be released from normal work duties and compensated at the regular rate of pay to attend an approved professional development and training program.

Professional development plan

Prior to approving release time, a supervisor may ask the employee to submit a training plan outlining his or her development goals.

Forms/Instructions/Regulations:

Employee-Supervisor Training Agreement – <http://odt.uoregon.edu/resources>

Cross Reference to Related Policies:

[UO Professional Development and Training Policy 03.08](#)

Frequently Asked Questions:

1. Is release time available for In-Service Programs?

Departments may grant release time for in-service programs offered through any university unit (e.g., Human Resources, Environmental Health and Safety, Emergency Management, Information Services, etc.).

2. Is release time available for use of the UO e-Learning resources?

Departments may grant release time to employees for taking online training courses through UO's e-Learning resources. A primary e-Learning resource for training and development is provided through the HR/ODT website (<http://odt.uoregon.edu/elearning>). This is available to all current classified and unclassified employees and Graduate Teaching Fellows.

The University does not reimburse hours spent taking courses through the e-Learning resource outside of regular work hours unless the training is required and approved by the supervisor.

3. Is release time available for supervisor-assigned training?

Any training required by the employee's supervisor is considered assigned training and release time is provided for such training.

4. Can an employee be paid for assigned training done outside an employee's regular work hours?

If training is required and assigned by the supervisor, classified and non-exempt unclassified employees shall be paid for time spent in training and development activities outside of normal work hours. Non-exempt employees (both classified and unclassified) must be paid for travel time to attend directed training as specified by the Oregon Bureau of Labor and Industries.

http://www.boli.state.or.us/BOLI/TA/T_FAQ_Tatrav.shtml

5. Can release time be used for academic classes?

Hours spent attending academic classes taken under the tuition fee waiver program described in "[UO Staff Rates for Tuition](#)," and not directly related to the employee's job, are not eligible for release time. Release time hours may be used for academic classes, if the class is directly related to the employee's job and/or is approved by the supervisor.

6. Can release time be used for professional conferences?

Yes, with approval from the supervisor.

For questions related to the SEIU Contract or Classified Staff, please contact Human Resources Employee and Labor Relations at (541) 346-3159 / <http://hr.uoregon.edu/er>