

## POLICY CONCEPT FORM E INSTRUCTIONS AND GUIDELINES

**All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents.** Completed submissions are forwarded to the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A “redlined” version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

**Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.**

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Peter Fehrs and Brittany Jayne, Associate Directors of Employee and Labor Relations
Policy Title/# (if applicable):	Professional Development and Training
Submitted on Behalf Of:	Human Resources
Responsible Executive Officer:	Jamie Moffitt, VPFA

**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**     Yes     No

**If yes, which attorney(s):** [Jeslyn Everitt](#)

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

[Professional Development and Training, existing policy 03.08.01](#)

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

[OAR previously referenced in policy has been repealed.](#)

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

[Minor updates and fixes for existing policy “Professional Development and Training.” Adds resources, clarifies use of tuition benefit applicable to for credit courses.](#)

### AFFECTED PARTIES

*Who is impacted by this change, and how?*

[Faculty and staff \(excludes students – including graduate students – as policy references the Staff Tuition Benefit, which does not apply to them\). The scope of who the policy affects has not changed.](#)

## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.))*

<b>Name</b>	<b>Office</b>	<b>Date</b>
Human Resources Policy Advisory Committee (including representatives from SEIU, United Academics, GTFF, UOPA, OAs, academic CFOs, and various other stakeholders), Seven review sessions from June 2023-December 2023		
Office of the General Counsel, Jeslyn Everitt, January 2024		
HR Leadership Group (all Central HR Directors and Chief Human Resources Officer), April-May 2024		
Jamie Moffitt, VPFA, May 2024		

# Professional Development and Training Policy

**Policy Number:**

03.08.01

**Reason for Policy:**

The purpose of this policy is to provide guidelines for administering professional development and training at the University of Oregon.

**Entities Affected by this Policy:**

Faculty and Staff

**Responsible Office:**

For questions about this policy, please contact the Office of Human Resources at 541-346-3159.

**Website Address for this Policy:**

<https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-8-admissions-oregon-residency/professional-development-and>

**Enactment & Revision History:**

21 March 1985 - The initial training policy was issued

03 June 1992 – Policy revised

11 October 2000 – Policy revised

2009 - The Organizational Development and Training Steering Committee revised the current policy in to make it more inclusive of the types of professional development that teaching faculty and research faculty undertake. It also was revised to provide more clear guidelines and delineation of responsibility for professional development and training at the UO.

19 March 2012 - Addendum A: Guidelines for Administration of Release Time added

06 June 2013 - Exclusions and Special Situations section updated due to a major change at OUS.

**Policy:**

Definitions:

**Employees and Supervisors:** For purposes of this policy the term “employees” includes all officers of administration, ~~officers of instruction, officers of research faculty,~~ and classified staff. The term “supervisors” includes all employees whose job encompasses supervisory duties, including academic program directors, department heads, and deans.

**Professional Development and Training:** Professional development and training is defined as learning undertaken by employees to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to the job and workplace. It is a dynamic process and may be achieved not only through participation in formal coursework but also through professional experience, collaboration, mentoring, participation in activities of professional organizations, and independent study and research.

Policy Statement:

The University of Oregon recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. It extends to work related professional development opportunities including, but not exclusive to, the sabbatical leave policy, reduced tuition fee rates, eLearning, employee workshops, courses, classes, and professional conferences.

Responsibility for professional training and development extends to all levels of the organization:

- The university is responsible for identifying, creating, and providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of employees to enable them to contribute effectively and creatively to the university’s mission.
- Supervisors are responsible for assessing and communicating professional development and training needs of individual employees in their direct reporting line, identifying and actively encouraging and supporting appropriate learning experiences. Supervisors have the final approval for funding and providing time for professional development and training opportunities.
- Individual employees are responsible for assessing their ~~job-related~~job-related skills and knowledge, for maintaining a high level of performance throughout their university employment, and for seeking approval for appropriate professional development and training opportunities in consultation with their supervisors.
- ~~Professional development and training opportunities should be available to all employees.~~
- ~~Supervisors need to plan for and allow appropriate professional development and training activities that occur as part of work time.~~
- ~~Professional development and training activities that require time away from the employee’s workplace must be approved by the supervisor.~~

**Commented [JE1]:** Are we purposefully leaving off GEs and student employees? Perhaps look at other employee policies and use a similar definition. We no longer have officers of instruction/research, just a faculty classification.

**Commented [CH2]:** This might read to some that if the training is on campus (not away from the workplace), they do not need supervisor approval.

**Commented [CB3R2]:** I agree. The bullet above does deal with trainings during work hours and indicates supervisors must plan. So, could we combine these two and simple state "Employees must work with the supervisors and receive approval of attendance at and/or participation in professional development and training activities that occur as part of regular work hours, on-campus or off-campus."

Professional development and training activities outside of and in addition to regular work hours for non-exempt employees require written approval in advance if the activities are to be considered as regular work for overtime compensation.

#### ~~Exclusions and Special Situations:~~

~~OUS Fiscal Policy 70.400 re: Licenses Occupational Fee Payment states:~~

~~Each public university (including the Chancellor's Office) within the Oregon University System is responsible for establishing policies and procedures for authorizing and approving reimbursement for occupational licenses, including any related guidelines or other criteria the public university deems appropriate.~~

~~UO guidelines for these expenditures are available on the Business Affairs website: [http://ba.uoregon.edu/staff/business\\_expense\\_policies/#Licenses](http://ba.uoregon.edu/staff/business_expense_policies/#Licenses) | [https://ba.uoregon.edu/accounts\\_payable/business\\_expense\\_guidelines](https://ba.uoregon.edu/accounts_payable/business_expense_guidelines) As currently defined:~~

#### Professional Licenses and Certifications

- As with all university expenditures, payment for a professional license or certification must have a valid, documented business purpose. The VP/Dean/Director/Department Head is best suited to make that determination for ~~his/her/their~~ area of responsibility.
- The professional license or certification must be applicable to the employee's current position.
- UO will not pay for a standard Oregon Driver License (Class C). UO will pay for a Class A, B, or C Commercial Driver License if required for the employee's current position. This requirement must be documented in the employee's current ~~p~~Position ~~d~~Description.
- In order to maintain relevance and applicability to university purposes, the time period covered by the professional license or certification should be limited (e.g., one or two years).
- Payment for the professional license or certification may not be processed from grant/contract ~~f~~unds without specific authorization from Sponsored Projects Services.

Procedures:

The responsibility of implementing this policy extends to the following:

- **University leadership and administration (the Executive Leadership Team):** University leadership is responsible for identifying and communicating priorities and goals as well as relevant developments and trends affecting the university.
- **Heads of academic and administrative units:** Deans, directors, and department heads are responsible for assisting unit heads and supervisors in adopting flexible strategies which promote participation in professional developmental/training activities.

**Commented [CH4]:** Is this in alignment with all collective bargaining agreements. For example if a SEIU represented employee works a full 40 hour week but also chooses and has permission to attend a two hour professional development training one evening . . . we we pay overtime for those two hours?

**Commented [CB5R4]:** Is the key word here non-exempt? Do we have any language anywhere regarding how to determine if the activity should be considered or not considered a part of the role? If someone wants to do training not connected to their job then overtime may make sense. If it is not connected but helps with their career goals, then I would think the answer is no overtime.

**Commented [CH6]:** Link does not go anywhere

**Commented [JE7]:** I know best practices is to not have hyperlinks within policies, so let's move this to related resources.

- **Supervisors:** Supervisors are responsible for working with their employees to identify needs and for creating a professional development and training plan that will benefit the unit as well as the individual.
- **Employees:** Employees are responsible for engaging in the development of plans in partnership with their supervisor(s), and for participating in the designated learning experiences.
- **Training and Development Director of UO Organizational Development and Training:** Training and Development Organizational Development and Training in Human Resources is responsible for administering this policy including ~~annual reports~~ reporting requirements.
- ~~Training and development advisory committees (ODT Steering Committee, CSTDAC, OA Council): The training and development advisory committees are responsible for advocating for their constituent groups in collaboration with the Director of ODT to integrate efforts and optimize resources.~~

Commented [EL8]: Position no longer exists

Commented [PF9R8]: We should see if Tiffany is now in charge of this

Commented [EL10]: Do these groups still exist?

Commented [PF11R10]: Likely dormant

Commented [PF12]: Maybe tiffany but unclear if steering exists

While the particular engagement in professional training and development varies widely between groups of employees and also individual employees, the following areas of knowledge and skill development should be considered relevant to the success of university employees and the institution's educational mission and initiatives:

#### 1. Learning directly related to optimal job performance

- a. business skills, including financial stewardship, human resource management and strategic leadership; knowledge of university policies, procedures, mission or governance structures;
- b. communication skills, including basic skills, conflict management and resolution, negotiation and facilitation;
- c. team communications and/or team building skills;
- d. research funding and grant administration knowledge and skills;
- e. knowledge and skills related to acting as a member of an ethnically and culturally diverse student body and workforce in an inclusive and respectful manner;
- f. knowledge and skills in recognizing and responding effectively to discrimination and harassment;
- g. knowledge and skills in the uses of technology to increase the efficiency and effectiveness of the university's business and/or educational practices.

#### 2. Maintaining and developing professional expertise

##### Funding sources

The funding sources for professional development opportunities vary depending on the activity. Funding for sabbatical leaves, for example, is based on the funding source of the employee's payroll in the years preceding the sabbatical and is typically borne by the employing unit. Other UO based professional development and training is offered at no cost to the employing department, where possible. For those professional development and training experiences that do require a fee, the following funding resources are available for consideration by the supervisor and/or employee.

1. **University funding for credit courses:** Staff ~~fee-privilege~~ tuition benefit, (<http://hr.uoregon.edu/benefits/staffrates.html>) <https://hr.uoregon.edu/staff-tuition-benefit>. This benefit offers university classes at reduced tuition and is available to eligible employees in positions of half-time or greater (not including temporary classified employees, graduate assistants, and student employees). For credit courses, the staff tuition benefit is generally the only appropriate funding source and applicable rules must be followed.
2. **Department funding:** Department funding may be used for the cost of learning experiences, assuming the activity will benefit operational efficiency or effectiveness or is otherwise in line with the guidelines in this policy. Funding is at the discretion of the supervisor and is based on department budget capacity.
3. **The Professional Development Opportunity Fund:** Employees/departments may apply for partial funding of learning activities through the Employee Benefit Fund. Guidelines for the Employee Benefit Fund can be found at <http://hr.uoregon.edu/benefits/ebfpolicy.html>; <https://hr.uoregon.edu/professional-development-opportunity-fund>

Commented [CH13]: Link does not work

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Commented [EL14]: Also a dead link

#### Chapter/Volume:

#### Related Resources:

[Addendum A: Guidelines for the Administration of Release Time \(3-19-2012\)](#)

Commented [EL15]: Should this be incorporated into the policy?

[Previous Training Policy: 3.08.01 Personnel Practices—http://policies.uoregon.edu/ch3e.html](http://policies.uoregon.edu/ch3e.html)  
Title: Faculty and Classified Staff Participation in Educational and Development Activities

Commented [PF16]: Travel policy or BOLI page?

[3.05.01 Personnel Practices— Officer of Administration, Section 9: Professional Development http://policies.uoregon.edu/ch3b1.html](http://policies.uoregon.edu/ch3b1.html)

Commented [EL17]: No longer a policy? (dead link)

[University Fiscal Policy, https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/university-fiscal-policy](https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/university-fiscal-policy)

[Business Expense Guidelines, https://ba.uoregon.edu/accounts-payable/business-expense-guidelines](https://ba.uoregon.edu/accounts-payable/business-expense-guidelines)

[Travel Policy, https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/travel-policy](https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/travel-policy)

[Employee Morale-Building Event Expenditures, https://policies.uoregon.edu/content/employee-morale-building-event-expenditures](https://policies.uoregon.edu/content/employee-morale-building-event-expenditures)

[OUS/SEIU Contract - Article 5664 Education, Training and Development](#)

[OAR 580-021-0200 to 0245 http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_580/580\\_tofc.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_tofc.html)



Forms/Instructions:

Employee/Supervisor Training Agreement: <http://odt.uoregon.edu/workresources>

OA Professional Development Leave: <http://hr.uoregon.edu/oa/oa-professional-development-leave>

Commented [EL18]: dead/bad links

**Original Source:**  
UO Policy Statement

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- d. research funding and grant administration knowledge and skills;
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**Chapter/Volume:**

**Related Resources:**

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Business Expense Guidelines, <https://ba.uoregon.edu/accounts-payable/business-expense-guidelines>

Travel Policy, <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/travel-policy>

Employee Morale-Building Event Expenditures, <https://policies.uoregon.edu/content/employee-morale-building-event-expenditures>

SEIU Contract - Article 56 Education, Training and Development

**Original Source:**  
UO Policy Statement