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I. **New Employee Orientation**

As an introduction to the University campus and the Facilities Management Department; new Facilities Management employees are expected to participate in University Orientation Programs and the Facilities Management New Employee Orientation (NEO).

**University Orientation Programs**

On the first day of hire, employees are notified via email or letter about University Orientation and Benefit Orientation dates and times by UNC Charlotte’s Human Resource Department, located in the King Building, Room 222. These programs provide information on benefits, staff relations, and employment policies and procedures. If employees do not have the opportunity to attend the orientation programs during their initial period of employment and would like to do so, please advise your supervisor and contact Campus HR.

**Facilities Management New Employee Orientation**

Within 30 days of employment, new employees will receive a meeting request requiring them to attend the Facilities Management New Employee Orientation (NEO). This orientation provides an overview of Facilities Management policies and procedures that govern its operations and leadership introductions that include the Associate Vice Chancellor of Facilities Management.

**NOTE**

Immediate supervisors of new employees also receive the meeting request and are responsible for ensuring employees attend this mandatory program.
II. Department Training and Professional Development Overview

The Facilities Management Human Resources (FM-HR) Learning and Development Coordinator serves as the conduit for training needs analysis and the development and implementation of appropriate training opportunities. In collaboration with management and supervisors, FM-HR strives to maximize the resources available for training and professional development activities.

Managers and supervisors interested in training opportunities for themselves or their direct reports should consult with the FM-HR Learning and Development Coordinator.

Budget Requests

Each fiscal year, Directors are prompted to submit their budgetary requests for learning and development through FM’s annual budget process. Directors are encouraged to list their respective unit’s needs as a result of annual career development plans completed for each employee. Detailed guidelines for this process can be found within the FM Budget Memorandum and Instructions prepared and distributed to Directors each spring.

III. Professional Development Activity

Facilities Management supports career and job-related professional development opportunities. Such activities include, but are not limited to; continuing education, leadership development, workshops, seminars, conferences, institutes, academies, and lectures.
IV. Professional Licenses and Membership Due

Overview

While not required, it is often in the State’s best interest that individuals responsible for managing and directing work governed by codes, regulations and statutes hold professional licenses related to their areas of responsibility. Moreover, staff participation in professional associations serves as a direct benefit to the University as it increases knowledge of current professional issues, best practices, and industry standards.

Facilities Management supports these endeavors through payment of employee licensure renewal fees and membership dues. Fees and dues are limited to one national or state association per employee annually.

The Associate Vice Chancellor will approve payment for professional association/membership dues and registration fees. She/he shall consider the following factors:

a. Availability of funds;
b. Discounts possible from professional organizations;
c. The degree such license or membership enhances an individual’s job performance and/or the organization’s overall business needs.

Eligibility of Payment

Reimbursement of license fees and membership dues is subject to budget availability. Employees are required to check with their immediate supervisor and the Facilities Business Office to confirm reimbursement before paying for a license or registration fee and/or renewal. Facilities Management operates within the following guidelines provided by OSBM:

OSBM Budget Manual, Section 4.7.5 License and Certificate Fees - Even if the State requires the employee to have and maintain a professional license or certificate as a condition of employment, fees directly associated with initially obtaining that license or certificate are not reimbursable. Costs associated with maintaining a professional license or certificate as a condition of employment are reimbursable.

OSBM Budget Manual, Section 4.7.4 Membership Dues - Membership dues paid from state funds for state departments, institutions and agencies to organizations shall be kept to a minimum. The department head or his/her designee must review and approve all memberships to determine that the benefits accruing to the State from such memberships will exceed the costs. Membership dues shall not be paid from state funds for individual state employees or for the benefit of an individual state employee unless the benefit of the membership is for the State and the position for which the individual is employed. Membership dues paid from state funds should be for the benefit of the State and not for an individual.
Reimbursement/Payment for professional license fees must meet the following criteria:

a. Approval from Associate Vice Chancellor of Facilities Management through the annual budget process;
b. The license, registration or certification is issued by a NC State agency or widely-recognized national organization. Examples are state licenses for Engineers and Registered Architects; Apprentice, Journeyman or Master Licenses; Certified Accountant certification and licenses for pesticide application, asbestos, etc.;
c. The license, registration or certification is either required for the employee’s position or directly related to the duties of the position.

Reimbursement/Payment for professional membership dues must meet the following criteria:

a. Approval from the Associate Vice Chancellor of Facilities Management through the annual budget process;
b. Membership is not a prerequisite of employment;
c. Dues will not be used to promote political purposes; or affiliation is not a political and/or union organization.

Process for Payment

Direct payment of license fees and membership dues will be obtained as follows:

a. Approval from the Associate Vice Chancellor through the annual budget process and acknowledgment of funds availability from the Director of Facilities Business Office;
b. Completion and submission of the original registration form and a copy to FM-HR;
c. Upon receipt of license and/or membership card, a copy is submitted to FM’s Learning and Development Coordinator for employee’s personnel file.
V. University Tuition Waiver

Overview

In accordance with University Policy Statement #2, Tuition Privileges for Certain Faculty and Staff, eligible faculty and staff members employed by the University shall have tuition and fees waived for up to three UNC Charlotte for-credit academic courses for any one academic year period starting from the first day of classes for the fall semester or spring semester. Each year, the three permitted courses may be taken as follows: No more than two of the three courses may be taken during either the fall or spring term, and not more than one of the three courses may be taken during the summer instructional period (first summer session, second summer session, and other periods of instruction falling between spring commencement and the first day of classes for the following fall semester). The maximum an individual will be permitted to take is three courses during the academic year (fall, spring, summer). Academic courses taken through the tuition waiver program do not have to be work-related.

Eligibility

Employee eligibility and course approval is outlined in Policy Statement #2, Tuition Privileges for Certain Faculty and Staff and will be upheld by the Associate Vice Chancellor of Facilities Management. For course approval, the department process is as follows:

a. If the course is scheduled during the employee’s normal work hours; the employee must obtain approval prior to the start of the course from their immediate supervisor and FM department Director, ensuring such enrollment will not interfere with satisfactory job performance or normal employment obligations;

b. Upon approval, the employee must complete the Application for Faculty/Staff Tuition Waiver form and obtain the appropriate signatures as outlined in Policy Statement #2;

c. A copy of the tuition waiver form should be submitted to the FM Learning and Development Coordinator for inclusion in the employee’s personnel file.

Guidelines and Instructions

Further detailed instructions can be found at http://hr.uncc.edu/benefits/other-benefits/tuition-waiver.
VI. University Tuition Reimbursement-Academic Assistance Program

Overview

The University Educational Assistance Program is designed to help employees maintain and improve skills, knowledge, and/or ability directly related to their current position or classification. It serves as a tool for managers and employees to support academic activities that reinforce the mission, vision, and values of FM and the University.

Under this Program, eligible employees have the opportunity to take work-related courses at a community college, junior college or university. Once approval is obtained, employees must pre-pay tuition and fees for class and upon successful completion of the class, they will be reimbursed for tuition and fees using departmental funds.

Eligibility

Employee eligibility and course approval follows guidelines in accordance with the State Educational Assistance Program and should be obtained through contacting the Facilities Management Learning and Development Specialist. [Further information can be found at http://hr.uncc.edu/tuition-reimbursement.]

The Associate Vice Chancellor will approve all tuition reimbursements; she/he shall consider the following factors:

- a. Availability of funds;
- b. Guidelines of State policy for the Academic Assistance Program;
- c. Currently related to the employee’s current job;
- d. Documented workforce need;
- e. The impact on the organization’s overall business needs.

Courses requested for a tuition reimbursement shall be identified, described, and documented in the employee’s career development plan. This provides a measurable link between the employees’ increased competency and the department’s organizational efforts.

Process for Reimbursement

Reimbursement for tuition will be obtained as follows:

- a. Prior approval from the Associate Vice Chancellor and Director of Facilities Business Office through the annual budget process;
- b. Submission of the tuition reimbursement packet to University HR. The packet should include the following documents:
  1. Application for Educational Assistance Form (PD-136). Must have signatures of immediate supervisor; 2) manager/department head; 3) FM Human Resources Manager or FM Learning and Development Specialist; 4) Associate Vice Chancellor of Facilities Management;
  2. Proof of registration;
  3. Receipt of payment;
  4. Grade obtained from registered course.
- c. Completed packet (form, with proper signatures, original copy of receipt and passing grade) will be submitted to University Human Resources for approval.