



Facilities Management Department Policy Statement #6

Staff Learning and Development Policy

1. Purpose

Facilities Management has established this Staff Learning and Development Policy to provide a framework that enables professional development, educational and training opportunities for its employees.

2. Scope

This policy applies to all Facilities Management employees.

3. Policy

In accordance with State and University policies governing training and development; the Associate Vice Chancellor of Facilities Management encourages and supports employees to:

- A. Continually improve knowledge, skills, abilities and effectiveness;
- B. Become better qualified in performing the duties of their present jobs; and
- C. Support advancement into other opportunities.

Development activities designed to support this endeavor include new employee orientation, departmental training and development, professional licenses and association memberships, tuition waivers, tuition reimbursements for job-related courses, continuing education courses and job-related workshops and seminars.

4. Guidelines:

A. Career Development Plan (CDP)

Training and development activities are identified by the immediate supervisor and employee and captured through the employee's annual career development plan (CDP). FM Supervisors are required to develop an individualized CDP for each employee outlining a minimum of 20 hours of training per year for individual performers and 40 hours of training for each supervisory-level staff member, as the FM training budget permits. The CDP details desired job enhancement training for each individual and will be updated annually at the time of annual appraisal completion.

B. Training and Development Approval

All FM employees are required to obtain supervisory approval before registering for training. Efforts must be made to satisfy career development plans by using the most cost effective resources. Participation is subject to availability of funds; and in some cases, such approval may require consultation with either the Associate Vice Chancellor for Facilities Management, the Facilities Business Office or both parties. All training plans and records pertaining to training activity and/or professional development will be maintained in the employee's personnel file, located in the FM-HR Unit.

C. Professional Association Memberships

In accordance with the *Office of State Budget and Management (OSBM) Manual Section 4.7.4*; all memberships paid using State funds must be of benefit to the State of North Carolina and not an individual. Facilities Management will fund no more than one approved professional association membership per employee. Requests for payment of memberships should be made in advance as part of the annual budgeting process.

Subject to availability of funds and approval by the Associate Vice Chancellor for Facilities Management, the Department will maintain institutional memberships in selected associations that enhance organizational effectiveness. Examples include APPA, SCUP, SHRM, etc.

D. Licensing

Fees

In accordance with the *Office of State Budget and Management (OSBM) Manual, Section 4.7.5*; Facilities Management will pay fees for professional license renewals. These include, but are not limited to, licenses for electricians, engineers, architects, human resources professionals, locksmiths, etc.

FM will pay for associated fees in certain instances where licenses are needed in the performance of job duties (pesticide operators, asbestos removal certification, CFC handlers, etc.). Requests for payment of license fees should be made in advance as part of the annual budgeting process. For further clarification on what fees are paid, contact the FM-HR Learning & Development Coordinator.

E. Procedures

Procedures to engage in the staff development activities listed above may be found in Staff Learning & Development Policy [Schedule A](#). Procedures are subject to revision on an as-needed basis.

In addition to the aforementioned guidelines, all Facilities Management employees are required to abide by the following provisions:

- State Budget Management Guidelines (Section 4.7), <http://www.osbm.nc.gov/budget/state-agency-resources/manuals-instructions/documents/2015-Budget-Manual>
- University Policies documented in the SHRA Employee Handbook <http://hr.uncc.edu/policies-and-procedures/employee-handbooks/shra-employee-handbook>
- University Policy 101.1, Tuition Privileges for Certain Faculty & Staff <http://legal.uncc.edu/policies/up-101.1>

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Facilities Management

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