

Section: Personnel: Training and Development

Subject: Technical Training & Professional Development

STAFF TRAINING AND DEVELOPMENT

Plant Operations is a "learning organization." As a member of the Division, you are encouraged to enhance your skills, knowledge, and abilities to respond to the changing needs and expectations of our customers, as well as, to the rapid changes in technology and the work environment. The organization's ability to sustain necessary change and to be innovative depends on everyone's ability to continue to learn new roles, competencies, and processes; and to acquire highly tuned interpersonal skills. Your professional and personal development is important: it adds value to what Plant does and enriches your life.

Development programs generally fall into three broad categories:

- ◆ Technical training and professional development
- ◆ Personal growth
- ◆ Formal education or course work

Opportunities in these areas are based upon Plant leadership's commitment to your development and the following boundaries.

A PARTNERSHIP FOR CONTINUOUS LEARNING

Our Commitment to You.

The leadership of the Division, including your supervisor or foreman, is committed to your growth and development. Plant's leadership will support every responsible member of the Division who seeks to continue to improve his or her skills, knowledge, or competencies.

Your Responsibilities

As a member of the Division, you are primarily responsible for your own professional and personal growth. You must take initiative for identifying and pursuing the programs that will enhance your knowledge, skills, and talents. Plant's leadership will partner with you, to support you in this effort.

Boundaries

To the extent possible, this will include paid release time from your normal duties to attend training and education programs on work time. Workshops, classes or other educational or training opportunities that are sponsored or offered by the Plant Academy, for example, or those offered by Human Resources Development (HRD) or any other provider that are *directly work related* qualify for paid release time. *Work related* to broadly defined in the Standard Practice Guide [SPG] and your specific bargaining agreement. Ultimately, *work related* means core competencies, skills, or knowledge that relate directly to the strategic needs and direction of the Plant Operations Division.

Section: Personnel: Training and Development

Subject: Technical Training & Professional Development (continued)

There may be times, however, when the operational and customer needs of the Division may preclude your participation in any of these activities. Therefore, you may not be able to attend a scheduled workshop or seminar if your attendance will significantly interfere with the services that we provide. Your understanding and acceptance of this will be appreciated.

Your department will pay the full cost of attending *a work related* workshop, class, or seminar, irrespective of the provider, as well as, any of those sponsored or offered by the Plant Academy.

Opportunities, which fall within the domain of personal growth, include workshops and seminars like *The Seven Habits of Highly Effective People*. You may participate in them irrespective of your job assignment, on release time, if they are sponsored or offered by the Plant Academy. You may attend similar offerings elsewhere, normally only on non-work time. Your department, at its discretion, may pay the cost of the workshop or seminar, however, in return for your commitment and investment of personal time.

Formal education and course work includes traditional learning at the high school, college, and university levels. You are encouraged to continue your formal education, to enhance your abilities at work and to prepare you for possible advancement in the University. Your manager and the Plant Personnel Officer will be happy to talk to you about educational options and resources that may be available to you in the University, as well as, other institutions and colleges. Plant Operations will continue to support attendance at one or two tracks of study at the APPA Facilities Management Institute, which are most suitable for the individual's present and next likely position.

The University's tuition refund program will compensate you for a portion of the tuition that you pay for the class or course (See the SPG or your labor agreement for the terms and conditions of the program that apply specifically to your work group.) Your department may also choose to pay the tuition if you and your manager agree that both you and the department would benefit from your studies. You must attend class, however, on your own time. See attached Supplement on the next page for Plant Operations non-bargained for employees' Tuition Support Policy.

A SUCCESSFUL PARTNERSHIP

Successfully maintaining and expanding educational and development opportunities for all members of the Plant Operations community is an important goal of Plant's leadership. This requires a partnership based on your commitment to continue to learn about your job and yourself to serve the customer, and Plant leadership's commitment to your well-being and development better. If you ever have any questions about this partnership, feel free to discuss them with your supervisor, foremen, or manager.

Tuition Support Policy Effective January 1, 2006


Plant Operations' policy for Tuition Support offers the following to its non-bargained for employees per fiscal year:

- 75% per term for non-UM course work
- Total tuition support up to \$4000 per fiscal year
- "Term" is defined by the educational program. Term length will vary across traditional and nontraditional (i.e. accelerated) programs. Any number of terms is eligible for 75% of the cost of tuition up to an annual total of \$4000.
- In programs where a class or term begins in one fiscal year and ends in another, the first day of class will determine the fiscal year in which the employee is eligible for support. In all such cases, the employee must obtain a tuition support advancement prior to the end of the fiscal year with a proof of their registration.
- The SPG will apply to UM course work (SPG 201.69).

The required documentation outlined in SPG 201.69 is the same for Plant Operations tuition support. See "Required Documents for Tuition Support Requests" provided by the PPAPO office at the end of this policy.

Bargained-for employees have language in their contracts written specifically for the purpose of tuition support guidelines. These policies will apply in accordance with the contract.

Approval


Richard W. Robben, Director of Plant Operations

Date

6/8/6

Required Documents for Tuition Support Requests

(Documents must be provided in a timely fashion)

- A completed Tuition Support Request Form, whether submitting for an advance or reimbursement.
- Proof of registration for advance requests.
- An official grade report showing successful completion of the course.
 - Grade "B" or better for graduate level courses
 - Grade "C" or better for credit courses
 - Certificate of "satisfactory" completion for a non-credit course.
- A "paid" bill or receipt indicating the amount with **payment detail** of tuition and fees the staff member has paid.

Note: Receipts for reimbursement requests must reflect
"Paid in full"

For Tuition Advance Requests, the submittal of the official grade report and paid receipt is required **no later than 60 days** after the end of the term/class.

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Section: Personnel

Subject: Plant Operations Orientation Program

Effective March 2002, Plant Operations will provide orientation for all new permanent employees to acquaint them with our organization: who we are and what we do, our principles and practices; occupational safety programs and policies. All new employees are expected to attend these sessions as promptly as possible, and ideally, within the first 45 days of employment.

The new employee orientation will be held on the first Wednesday and Thursday of each month and will consist of two 3-hour sessions. To accommodate the varied shifts within Plant Operations, the orientation program will be scheduled monthly and alternate between morning and afternoon sessions. For example, March 7:00 -10:00 AM; April 12:30-3:30 PM and May 7:00-10:00 AM.

Supervisors will be responsible for ensuring their new employee(s) participation in the orientation program. This responsibility will be included in all supervisors' performance plans.