

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Agency Directed Training Policy

Revised: 3/16/95
Revised: 2/1/02

AGENCY DIRECTED TRAINING POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

A basic objective of every position at Francis Marion University is to perform the duties and responsibilities of that position in the most productive and efficient manner possible. Departments and their employees are faced with constantly changing needs and requirements from both internal and external sources. To meet these changing needs and requirements and to meet the objective of providing efficient and productive service, the employee or his/her supervisor may find it necessary to have the employee train in a basic job skill or new technology.

If Francis Marion University directs the employee to undertake such training, then such training is to be considered as a work assignment. Under such an assignment, the expenses of the training should be borne by the University through the individual departmental budget.

I. Goal

To encourage additional training in job skills to enhance productivity.

II. Eligibility

Any full-time employee is eligible to request a specific training opportunity. It is the responsibility of the supervisor/department head to make sure that their program services are maintained and that the training assignment is truly related to the job duties and responsibility of the participating employee. Any questions on this policy and its applicability to a particular area or position should be referred to the Vice President for Administration at 661-1146.