



## **UAF Policy 04.07.010**

Original Adoption: October 18, 2010

Revised: NA

Responsible Chancellor's Cabinet Member: Vice Chancellor for Administrative Services and Vice Chancellor for Research

Responsible Department/Office: Human Resources, Environmental Health Safety and Risk Management, Office of Grants and Contracts Administration, Office of Research Integrity

# **Required Training Attendance Policy**

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## **POLICY STATEMENT**

It is the policy of the University of Alaska Fairbanks that all employees are required to attend trainings to meet the requirements of the positions they hold.

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## **BACKGROUND & JUSTIFICATION**

New Employee Orientation is required for all employees. UAF is clearly setting the expectation for safety training, finance and financial management training, supervisory training, responsible conduct in research training and other trainings, required for some or all employees depending on job duties. To charge restricted funds for employee time spent in required trainings, UAF must promulgate a written policy on required training.

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## **DEFINITIONS**

- Mandatory Supervisory Training – those trainings that comprise the required supervisory curriculum have been established since 2008 and can be reviewed at <http://www.uaf.edu/uafhr/training/>.
- Mandatory Safety Trainings as required by UAF Environment Health Safety and Risk Management (EHS & RM) have been established since 2008 and can be reviewed at <http://www.uaf.edu/safety/training/skillsoft-training/>.
- Mandatory New Employee Orientation – required of all new employees by Board of Regents' Policy and University Regulation 04.07.010, within the first 30 days of employment.
- Responsible Conduct in Research Training, mandatory trainings are identified under a separate UAF Policy 10.07.001, dated June 8, 2010. This policy may be reviewed at <http://www.uaf.edu/chancellor/policy/10.07.001/>. Office of Research Integrity trainings may be viewed at <http://www.uaf.edu/ori/training-programs/>.

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## **REFERENCES RELIED UPON**

See above.

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## **RESPONSIBILITIES**

All persons who are supervisors or leads must attend the required supervisor training classes within the time frames established. See <http://www.uaf.edu/uafhr/training/> for deadlines.

All employees of the University must attend required safety trainings within a reasonable time, or before undertaking specific activities as identified in the safety training curriculum at <http://www.uaf.edu/safety/training>.

Additional trainings may be relevant to an employee's job as required by the employee's supervisor or through an assessment of task specific job duties or conditions of the workplace. Where such trainings are required or necessary to perform job duties, those trainings are encompassed in this policy. Examples include Banner navigation, procurement and travel training, Office of Grants and Contracts Administration training, Environmental Health, Safety and Risk Management training, or other administrative trainings of a similar type.

Non-mandated trainings, and trainings which are not required to perform job duties, may be considered opportunities for employee growth and development, however, such trainings may not be chargeable to restricted funds. Questions regarding restricted fund charges should be directed to the Office of Grants and Contracts Administration.

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### **NON-COMPLIANCE**

Non-compliance may result in an unsatisfactory performance evaluation of the supervisor and/or non-attending employee, inability to perform required job duties, violation of federal law and risk of injury to person or property. All supervisors are expected to be familiar with required trainings and assist employees in scheduling and attending required trainings.

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### **EXCEPTIONS**

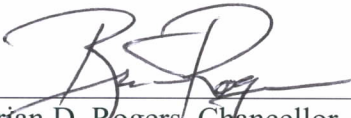
None.

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### **PROCEDURES**

Supervisors and employees who need assistance in identifying their required trainings should consult with Human Resources, Environmental Health Safety and Risk Management, Office of Grants and Contracts Administration, or other administrative departments who sponsor and offer trainings, in order to identify required trainings from non-mandated trainings.

POLICY APPROVED BY:

  
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Brian D. Rogers, Chancellor  
University of Alaska Fairbanks

Signed: October 20, 2010