

Title: Employee Training Policy

Responsible Office: Provost and Human Resources

Official: Provost and Associate Vice President for Human Resources

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Effective Date: January 23, 2018

Introduction / Background

Birmingham-Southern College (BSC) is obligated to provide necessary training to College employees, and retains the right to identify certain training as required. Where identified as required, training will be considered a job responsibility, as it is integral to the quality of work performed by the employee and contributed to the overall effectiveness of the College.

Purpose

Changes in external regulation and BSC policies, procedures, and practices have created risks/liabilities which require the delivery of consistent information to BSC faculty and staff. Documented delivery of training is in some cases mandated by external agencies and subject to audit review.

EMPLOYEE TRAINING

Actions and Instructions

Department managers and Academic Chairs are responsible for:

- Identifying employees whose work requires specific training.
- Taking necessary actions to enable the delivery of necessary training ensuring employees are afforded an opportunity to complete the training during working hours.

Departments providing required College-wide training are responsible for:

- Considering the content and delivery of training to maximize the value, while minimizing the time needed to achieve proficiency, and considering alternatives to classroom instruction whenever feasible.
- Continually evaluating the effectiveness of training programs.
- Recommending to the Human Resources Office specific training for required delivery to College populations. Such recommendations must include definition of:
 - rationale for requiring training
 - populations for which training is a requirement
 - delivery plans to include required resources
 - methods for documenting delivery and completion

Mandatory Training

Some training may be mandatory for particular positions or may require full participation by all BSC employees. Mandatory training classes will be made available through the Human Resources Office.

Noncompliance with mandatory training will subject the employee to loss of certain College privileges and disciplinary actions up to and including termination of employment. Exceptions may be granted and or waived if it is in the best interest of the College or if it is warranted because of an extreme personal hardship suffered by an employee.

Documentation

Satisfactory completion of required training must be documented by the Human Resources Office. Such documentation is a prerequisite for authorization to perform certain tasks; e.g., drive a College-owned vehicle.