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P 110

EMPLOYEE TRAINING AND DEVELOPMENT

Issued by: Office of the Vice President for Finance & Administration

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The University is committed to the continuing development of its employees through appropriate training and feedback. Managers encourage employees to participate in approved programs that strengthen workplace skills and/or provide personal growth.

• STATE EMPLOYEES

Performance Programs and Evaluations include discussions about training and development. Training that is immediately relevant to the employee’s workplace responsibilities should be incorporated into the employee’s performance program. Prior written approval by the supervisor is required for courses taken during normal working hours. Employees are expected to use their own time for programs or courses for personal development.

• Guidelines

Employees may participate in several training programs of varying duration during the course of the year. The amount of time an employee spends in training should be directly related to the learning needs identified in the mutually agreed upon development plan and will vary according to individual needs and the needs of his/her department. All employees must have access to training and development opportunities that support his/her professional growth.

• EMPLOYEES OF RELATED ORGANIZATIONS/CORPORATIONS

Employees of non-State organizations (i.e. Research Foundation, Clinical Practice Management Plan, etc.) are welcome to participate in approved programs for training and development. Prior written approval by the supervisor is required.

INQUIRIES/REQUESTS:

Office of Human Resources Training & Organizational Development Room 390, Administration Building Stony Brook, NY 11794 Interoffice zip = 0751 Phone: (631) 632-4501 Fax: (631) 632-2414	Corporate Education and Training Stony Brook University Medical Center 15 Technology Drive E. Setauket, NY 11733 interoffice zip =9155 Phone: (631) 444-4306 Fax: (631) 444-9806
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RELATED DOCUMENTS

SUNY Policy Handbook: 018 Tuition and Fee Assistance for Employees