



# UNIVERSITY OF NORTH ALABAMA

## Staff Handbook

### **EDUCATION AND TRAINING**

Staff employees are encouraged to take advantage of the available educational and training opportunities.

#### **Education**

The University encourages staff development by sponsoring the attendance by selected employees to short courses, seminars, meetings, etc., where the program is designed to upgrade, inform, or otherwise educate employees in their job performance. Staff development must be recommended by the appropriate cost center head. Full-time employees also may participate in courses offered by the University through the remission of course hour fees benefit.

#### **Training**

Employees are given on-the-job training in skilled and efficient job performance and, whenever possible, opportunities to learn new skills. Every effort is made to train each employee to perform his/her job properly and confidently. Employees who desire additional and/or enhanced training are encouraged to work with their supervisor(s) to obtain such training.

#### **Employee Development**

Employees are responsible for taking initiative for their own personal and professional development. While assistance, recognition, and opportunity for improvement and advancement can be provided for employees by the University, the effort necessary to improve knowledge, skills, and abilities rest with the individual employee. Employees are expected to stay current in their fields and to maintain an acceptable level of proficiency. Individuals are encouraged in their self-development efforts. Independent employee participation in higher level educational programs, other than those required by the position, is encouraged as a means for enhancing skills.