

Facilities Management Department Policy #6

Staff Learning and Development Policy

1. Purpose

Facilities Management (FM) has established this Staff Learning and Development Policy to provide a framework that enables professional development, educational, and training opportunities for its employees.

2. Definitions

Education – Acquiring knowledge on a topic or subject matter

Training – Instructional application of skills and processes

Academic Assistance (Tuition Reimbursement) – Academic Assistance (Tuition Reimbursement) program provides reimbursement of academic costs for work related courses if funds are available at the department level.

Tuition Waiver – Full-time faculty and staff members are eligible for a waiver of tuition and fees during periods of normal employment, not to exceed three courses from institutions within the UNC System per year, provided that the courses do not interfere with normal employment obligations.

Conference and Training Request Form – FM form used to request any job-related training or education.

Licensing and Certification Fees Form – FM form used to request payment for license and certification renewals.

3. Policies

A. **Training and Education Requests:** All FM employees are **required** to obtain **prior** approval before registering for a training or conference. The [Conference and Training Request Form](#) must be completed and signed by the Unit Director and the Facilities Finance, Quality and Business Office to be considered approved. Training must be job specific and/or

related to the employee's trade or profession.

B. **FM and University required training:** All FM employees are required to complete all FM and University assigned training within the given timeframe.

C. **Academic Assistance (Tuition Reimbursement) and Tuition Waiver:** All FM employees will adhere to the University policies regarding Academic Assistance:

- Academic Assistance (Tuition Reimbursement):

https://files.nc.gov/ncoshr/documents/files/Academic_Assistance_Program_Policy.pdf

- Tuition Waiver: <https://legal.charlotte.edu/policies/up-101.1>

D. **Professional Membership Dues:** In accordance with the Office of State Budget and Management (OSBM) Manual Section 6.4.5; all memberships paid using state funds must be of benefit to the State of North Carolina and not an individual.

- FM will fund no more than one approved professional association membership per employee. Requests for payment of memberships should be made in advance as part of the annual budgeting process.
 - Subject to availability of funds and approval by the Associate Vice Chancellor for FM, the Department will maintain institutional memberships in selected associations that enhance organizational effectiveness. Examples include APPA, SCUP, SHRM, etc.
- E. **Licensing and Certification Fees:** In accordance with the Office of State Budget and Management (OSBM) Manual, Section 6.4.6; FM will pay fees for professional license renewals. These include, but are not limited to, licenses for electricians, engineers, architects, human resources professionals, locksmiths, etc. FM will pay for associated fees in certain instances where licenses are needed in the performance of job duties (pesticide operators, asbestos removal certification, CFC handlers, etc.). Requests for payment of license fees should be made in advance as part of the annual budgeting process. For further clarification on what fees are paid, contact HR.
- F. **Training Records:** All FM employees are required to submit individual training records to the [Learning and Organizational Development Portal](#). In the case of group training, please contact HR.

4. Guidelines

- A. **Career Development Plan (CDP):** Learning and Development activities are identified by the immediate supervisor and employee, and are captured through the employee's annual performance appraisal. FM supervisors are required to develop an individualized performance appraisal for each employee.
- B. **Learning and Development Approval:** All FM employees are required to obtain supervisory and director approval by completing the Conference and Training Request Form prior to registering for training. Efforts must be made to satisfy career development plans by using the most cost-effective resources. Participation is subject to availability of funds. In some cases, such approval may require consultation with the AVC for FM, FFQBO, and/or HR. All training plans and records pertaining to training activity and professional development will be maintained in the Learning and Development Portal.

In addition to the aforementioned guidelines, all FM employees are required to abide by the following provisions:

- Academic Assistance (Tuition Reimbursement): <https://oshr.nc.gov/policies/academic-assistance-program>
- Tuition Waiver: <https://legal.charlotte.edu/policies/up-101.1>
- Office of State Budget and Management (OSBM) Manual, Sections 6.4.5 and 6.4.6: <https://www.osbm.nc.gov/budget/budget-manual#Sect64>

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