

Training

Training is an important avenue for developing and making full use of the organization's potential, and for providing a safe and hospitable work environment. Specific health and safety training is required for many positions in UW Facilities to protect employees' safety on the job, and to comply with regulations. Training can improve productivity and performance, help people prepare for changing responsibilities and remain current with new technology, and support growth and job satisfaction.

To make maximum use of the organization's training resources and to achieve consistency across UW Facilities, the following guidelines are provided for the administration of training:

- In general, the department will pay for
 - technical and skills training determined by the supervisor to be needed by the employee to perform assigned work functions
 - required health and safety training
 - special training scheduled for the unit by the supervisor or other UW Facilities staff
- In general, the employee pays for
 - personally requested training (see the <https://policy.uw.edu/directory/po/executive-orders/eo-52-participation-in-university-sponsored-training-and-development-programs/Release Time Policy for UW Employees> regarding use of work time for these courses)
 - continuing education courses taken by employees to renew certifications and licenses required to perform work in their professions

Required Training

Certain training requirements, including specific courses required by health and safety regulations, have been identified for each job class in UW Facilities. Based on the duties specific to each employee's job, requirements are identified in an individualized training plan for each employee.

It is the responsibility of the supervisor to review the employee's training plan, and to add any additional required training. It is the responsibility of the employee to report as instructed for scheduled training sessions and attend all assigned training functions and regularly scheduled safety meetings.

Professional Organizational Development (Pod) & Other Training

POD is a comprehensive resource for on-the-job success, long-term career growth, and organizational well-being. Many training opportunities are available to improve productivity and performance, help employees prepare for changing responsibilities and stay on top of new technology, and support personal growth and job satisfaction.