Section 1. General.

1.1. Scope. -- West Virginia University and its regional campuses (each a “campus”) shall maintain programs appropriate to the needs and resources of the campus to develop the knowledge, skill, and abilities of their employees.

1.2. Authority. -- W.Va. Code §§18B-1-6 and 18B-7-5

1.3. Effective Date. – April 8, 2005

Section 2. Purposes of Training and Development.

2.1. Development programs should enhance the professionalism, effectiveness, and general job performance of the employee in his/her assigned duties and broaden the individual's knowledge and skills for future job assignments, where appropriate.

Section 3. Eligibility and Participation.

3.1. Subject to appropriate supervisory approval, any employee of West Virginia University or its regional campuses is eligible to participate in training and development programs appropriate to his/her position.

Section 4. Procedure

4.1 The president of each campus, or his/her designee, shall establish an employee training and development program appropriate to the needs and resources of the campus as determined by the campus in its sole discretion.

4.2. Each campus’s program shall include a method for identifying training and development needs taking into account campus resources.

4.3. The president, or his/her designee, shall establish appropriate organizational structure, procedures, standards, and criteria for the on-going operation and assessment of the employee training and development program. Each such program shall be available on a nonpartisan basis, using fair and meaningful
criteria for participation, to afford all employees appropriate opportunities to enhance their skills under the terms of the program.

4.4. At the discretion of each campus, a training and development program may but need not include (a) on-campus educational and training sessions developed and provided by the institution or by outside consultants, and (b) leave time and/or expense reimbursement for off-campus educational and training programs offered by third parties.

4.5. Each campus has the responsibility for providing financial and logistical support to operate its employee training and development program.