

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 26**

**EMPLOYEE DEVELOPMENT
West Virginia University and Regional Campuses**

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.