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| SUBJECT: Facilities and Safety Training Procedure | Effective Date: 07/11/2013 | Procedure Number: FS 2013 FO0005 | |
| | Supersedes: FS 2012 FS0006 | Page 1 | Of 3 |
| | Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety) | | |

APPLICABILITY/ACCOUNTABILITY:

This training procedure applies to all departments and individuals within Facilities & Safety (F&S), excluding the UCF Police Department. Directors are accountable to the Associate Vice President, Administration and Finance (Facilities and Safety) for departmental training and documentation.

PROCEDURE STATEMENT:

Well-trained employees are the cornerstone of success, and Facilities and Safety is committed to employee development through job-related skill training efforts. The objective is to ensure that F&S employees stay current with technology, safe work methods, current policies, and standard operating procedures, and are aware of the applicable laws and regulations affecting their positions. Ongoing training will enhance productivity and safety, and improve the services that F&S provides to the university. All training must be documented in the employees' permanent personnel records, as part of the university's central training database.

DEFINITIONS:

Standard Operating Procedure (SOP): an established procedure or set of procedures to be followed in carrying out a given operation or in a given situation

Training: learning that is provided in order to improve performance on the present job

PROCEDURES:

Facilities and Safety training is conducted internally by Resource Management, Environmental Health and Safety (EH&S), the Office of Emergency Management (OEM), Landscape and

Natural Resources (LNR) and other UCF department staff; and through external learning events, such as conferences, seminars, government classes, and vendor-provided training.

1. Managers at every level will:

- A. Evaluate the skills needed for each position and ensure that employees are adequately trained to perform their jobs
- B. Inform up-line management of employee training needs
- C. Establish and maintain training records for each employee in the department, as they are part of the employee's permanent personnel record
- D. Establish and maintain a recurring schedule for specific trade or professional training
- E. Ensure that employees complete all EH&S and OEM training required to perform their jobs, and that any professional certifications and licenses are kept current as mandated by state and federal law
- F. Ensure that employees complete required new hire and diversity training, and keep employees informed of university and F&S policies and procedures
- G. Provide the F&S Training Coordinator with documentation of all completed training (other than that delivered by the EH&S and OEM departments), within 10 business days of the training (Documentation must include: employee name(s) and ID number(s), course title, date(s), start and end times, training instructor, and provider (vendor). Note: Blank training roster forms are available on the Resource Management website.)
- H. Consult with the Facilities and Safety (F&S) Training Coordinator to identify and assess employees' training needs
- I. Work with the F&S Training Coordinator to source and schedule vendor-provided training, and use vendors for no-cost training whenever possible
- J. Document completed training on the employee's annual performance appraisal (Note: Any employee training that has been entered into the university's central training database can be viewed through myUCF under "Manager Self Service.")

2. The employee will:

- A. Attend, sign in, and actively participate in the training session
- B. Be able to demonstrate the new skill set
- C. Take pre – and post – session quizzes to determine effectiveness of the training, where applicable
- D. Evaluate the training session

3. The Facilities & Safety (F&S) Training Coordinator will:
 - A. Consult with F&S managers to identify and assess training needs and ensure appropriate learning solutions are provided to meet those needs
 - B. Oversee the development and delivery of internal training for F&S employees
 - C. Coordinate external training as needed
 - D. Establish, maintain, and publish training schedules and calendars
 - E. Manage entry of employees' training completion information into the university's central training database

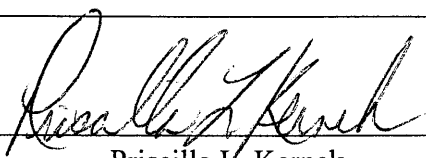
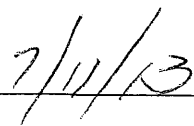
4. EH&S and OEM will provide the F&S Training Coordinator with rosters documenting all completed training conducted by their departments within 30 days of the training. Rosters must include: employee name(s) and ID number(s), course title, date(s), start and end times, training instructor, and provider (vendor). Note: Blank training roster forms are available on the Resource Management website

5. The UCF Chief of Police will oversee training, documentation, and recordkeeping for all Police Department employees, as required by the Florida Department of Law Enforcement

REFERENCES:

myUCF website: <https://my.ucf.edu/index.html>

Resource Management website: <http://www.rm.fs.ucf.edu/>

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| Approved By: | Date Approved: |
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