

SUBJECT: TRAINING Facilities & Safety	Effective Date: 5/5/12	Procedure Number: FS 2012 FS0006	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

Training procedures apply to all units within Facilities & Safety. Directors are accountable to the Associate Vice President for unit training and documentation.

PROCEDURE STATEMENT:

Well-trained employees are the cornerstone to success. Keeping up-to-date with technology, methods, policies, and standard operating procedures will enhance the services provided to the University.

DEFINITIONS:

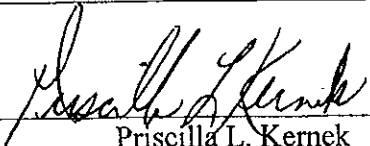
Standard Operating Procedures (SOP): An established procedure or set of procedures to be followed in carrying out a given operation or in a given situation.

PROCEDURES:

Managers at every level will:

- A. Establish training records for each employee in the unit. Training records are part of the employee’s permanent personnel record. Each supervisor will maintain a duplicate record of all training entered into the employee’s personnel record.
- B. Establish a recurring training schedule for specific trade or professional topics, Facilities and Safety and University policies and procedures, CEUs for licensed employees, emergency operations, standards and ethics, diversity, and general Environmental Health and & Safety safety topics. Department directors will assign a supervisor to be responsible for department scheduling and submitting training topics for approval, and will distribute this schedule to each employee.

- C. Conduct cross-training within Facilities & Safety Units by utilizing other units' Supervisors. Cross-train as much as possible within the unit.
- D. Document all training in the individual's personnel record and include all attended training in the employee's annual performance appraisal.
- E. Utilize vendors for no-cost training whenever possible.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	5/5/12