

Continuing Education and Training

A. POLICY:

It is the policy of the University Physicians Group (“UPG”) to encourage employees to become more proficient in their occupation and professions by advancing their education in areas that have a vocational relationship to their current or future roles at UPG.

B. PROCEDURE:

The purpose of this program is to maximize our employees’ job performance by promoting and supporting learning programs that enhance their skills, abilities and competencies. The employee’s direct supervisor determines the need and funding for learning programs. Budget restrictions can limit the ability for requests to be honored.

The employee must request and obtain prior approval to take a course or training program from their direct supervisor in order to guarantee reimbursement. The employee must coordinate an approved work schedule with their direct supervisor if the course is during normal working hours.

Reimbursement:

In the case of a “for-credit” graded class, upon the successful completion of class with a passing grade of C or better (or PASS if it is a Pass/Fail class) the employee will submit proof of payment and a copy of the grade for that course to the Supervisor/Manager. Documentation of successful completion should be entered in the employee’s development plan.

The supervisor must indicate his/her approval of reimbursement and forward a *Check Request* to UPG Accounting for payment, charging the reimbursement to the Department or work unit.

If the employee resigns within one year from the completion date of the training program, the employee may be required to pay a pro-rated portion of the reimbursement back to UPG. The pro-ration will be based on the number of completed months of service since the receipt of the tuition reimbursement. The dollar amount of the pro-ration will be deducted from the employee’s final paycheck.

C. CROSS REFERENCED MATERIALS:

D. FORMS:

E. SCOPE:

This policy gives direction on the procedures for the education and performance improvement of UPG employees

F. ADMINISTRATION:

This policy and procedure will be administered by Human Resources and Development and will be reviewed on a periodic basis.

G. DISTRIBUTION:

To all UPG employees.