

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.160 dated
October 1999.

October 2010

CAREER MANAGEMENT AND DEVELOPMENT

A9.160 UNIVERSITY EMPLOYEE TRAINING

1. Purpose

To provide uniform procedures for the approval and processing of all training requests for eligible University employees and to comply with Chapter 78-28 of the Hawai'i Revised Statutes, applicable training provisions of respective collective bargaining agreements, and the University of Hawai'i Board of Regents Policies.

2. Definitions

- a. Contact Person: The individual responsible for registering the participant(s) for the training and/or ensuring appropriate payment documents are prepared and processed by the deadline.
- b. Department of Human Resources Development (HRD) - Sponsored Training Courses: Training courses coordinated by HRD. OHR shall announce these courses if/when made available to University employees.
- c. Office of Human Resources (OHR) - Sponsored Training Courses: Training courses sponsored and/or conducted by the OHR.
- d. Official Designee/Authorized Representative: Individual delegated the authority to approve training requests on behalf of the Vice President, Chancellor, Dean or Director.
- e. Other Training Courses: All other training courses, including conferences, sponsored and/or conducted by other State agencies, other campuses/schools/programs and private organizations.

- f. Provider: The organization which conducts and receives payment (if applicable) for the training course.

3. Applicability/Responsibility

- a. All University civil service and Board of Regents (BOR) employees with a full-time equivalency (FTE) of 50% or more are eligible to participate in training activities, provided the training is required by federal and/or State law(s), is appropriate for and compatible with the program's goals and objectives, is directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification, and/or to prepare them for future assignments.
- b. Training specifically for the purpose of obtaining and/or renewing certificates or licenses required for the job shall be the responsibility of the employee, except as mandated by State or federal laws, or provided for under applicable collective bargaining agreements.
- c. Training of employees by a private or public agency other than the State that involves an expenditure of government funds may be authorized only after it has been determined that adequate training through a State government agency is not reasonably available. The campus/school/program shall be responsible for making such determinations.
- d. Training requests forms are not required for informational meetings, orientations, presentation of papers, receiving of awards or activities not considered training.
- e. Employees whose employment is less than half-time and/or who are employed for three months or less are not eligible for training activities. Exceptions may be approved by the Official Designee with appropriate written justification attached to the respective registration forms. Written justification will explain why the training is essential and/or imperative for the "ineligible" employee to attend. There should be reasonable assurance that the knowledge and/or skills acquired by the employee will

remain available to the University for a period of time.

4. Procedures

a. General Information

- (1) Training or registration fees shall be processed in accordance with Administrative Procedure A8.250, Small Purchases.
- (2) Appropriate travel documents shall be completed in accordance with Administrative Procedure A8.851, Out-of-State and Intra-State Travel. Training involving travel does not require the use of the UH Form 410. Proper administrative approval of the travel and/or registration fees on the Employee Travel Form shall be considered as approval of the proposed training. As part of the internal review process, the Human Resources Representative may be asked to review the Employee Travel Form to ensure that the training is appropriate and there is no other comparable training offered at a lower cost.
- (3) OHR shall be responsible for making available the HRD Training Schedule and the OHR Training Schedule for viewing at the OHR website (<http://www.hawaii.edu/ohr>).
- (4) Although employees may be eligible to attend the training, the campus/school/program sponsoring the training may use its own discretion in determining the propriety of attendance.

b. HRD-Sponsored Training Courses

- (1) Submittal/Approval Procedures
 - (a) Prepare HRD Form 410 (Attachment 1) for the review and approval by the Official Designee. The campus/school/program shall follow their internal approval procedures.
 - (b) Submit the completed HRD Form 410 to OHR by the deadline.

(2) Registration/Confirmation Procedures

OHR will process the registration with HRD. Upon confirmation, OHR will notify the Contact Person.

(3) Payment Procedures

Upon completion of the training, an invoice and/or request for payment document will be sent to OHR. OHR will forward the document(s) to the Contact Person who will be responsible for the timely payment. Payment is due to HRD upon receipt of the invoice.

(4) Substitutions

- (a) Once confirmation is received, any substitutions must be made in writing/email and/or faxed to OHR with the following information: Name(s) of substitute(s) and person(s) being replaced and reason(s) for change.
- (b) Substitutions for courses provided by vendors other than HRD but sponsored by HRD, may be allowed by the course provider/instructor. Substitute(s) must inform the class instructor of the name of the employee(s) being replaced and the name of the campus/school/program.

(5) Cancellations

- (a) OHR must be notified if the participant(s) is/are unable to attend the training course.
- (b) If there is a fee for the training course and notice is not given within the appropriate deadline, the campus/school/program will be responsible for any charges that may be non-refundable, non-transferable, and non-creditable toward future classes.

c. OHR-Sponsored Training Courses and Other Training Courses

(1) Submittal/Approval Procedures

- (a) The campus/school/program may determine its own internal procedures to document and approve training requests, which may include the use of the UH Form 410 (OHR) (See Attachment 2 for the form and Attachment 3 for the instructions).
- (b) The Official Designee is authorized to approve the training request in accordance with this administrative procedure.
- (c) If training involves travel, the UH Form 410 is not required. Proper administrative approval of the Employee Travel Form associated with the training shall be considered as approval of the proposed training.

(2) Registration/Confirmation Procedures

- (a) Upon approval by the Official Designee, the participant(s) or the contact person will register via the on-line OHR Training site at <http://www.hawaii.edu/ohr> for OHR-sponsored training courses or complete the appropriate registration documents for other training courses.
- (b) For OHR-sponsored training, OHR will send an e-mail confirmation to the participant, with a copy to the Contact Person as indicated on the online registration. If the participant and/or Contact Person does not have an e-mail address, other means of contact may be used.

(3) Payment Procedures (if applicable)

Specific payment procedures will vary by vendors.

5. Availability of Forms

UH campuses/schools/programs may reproduce the form as needed, download the form at the OHR website (<http://www.hawaii.edu/ohr>), or obtain the form from the OHR Classification and Benefits Section.

6. Training Records

Human Resources Representatives shall be responsible for placing evidence of satisfactory completion of any training course or program in the employee's file as a record of training completed.

7. Attachments

Attachment 1: HRD Form 410

Attachment 2: Training Request Form, UH Form 410 (OHR)

Attachment 3: Instructions for Completing UH Form 410 (OHR)

**State of Hawai'i
Department of Human Resources Development Sponsored Courses
Registration Form 410**

Course Title: _____ Course Date/Time: _____

Course Provider: _____ Course/Session No. (If applicable): _____

Course Location /Campus: _____ Fee \$: _____

Course Provider's Address:

Registrant's Department Information:

Dept.Name/Address: _____

Contact Person: _____ Phone: _____ P.O. No.: _____

Contact Person's E-mail: _____ FAX No.: _____

Instructions:

- 1) List only **one** class and session per form.
- 2) List participants **in order of priority**.
- 3) Mail/FAX this registration form **directly** to the course provider or departmental personnel office (if applicable). Enrollment is on first come, first served basis.
- 4) Persons who have **special needs** (e.g. sign language interpreter, large print materials, mobility devices, etc.) should note this on the Form 410 and submit it **no later than 10 working days** prior to the start of class.

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Name/s (Last, First, M.I.)	E-mail Address	Title	Division	Phone No.
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I have determined that this training is appropriate for the position(s) listed above.

Signature of Division Supervisor: _____ Date: _____

Signature of Dept. Head or Authorized Rep.: _____ Date: _____

UNIVERSITY OF HAWAI'I
TRAINING REQUEST FORM

(Check one)

TYPE OF COURSE (Attach Description): OHR-Sponsored___Other Training___

COURSE INFORMATION:

Title _____ Course Date/Time _____

Provider _____ Fee \$: _____

Provider's Address _____ Training Location _____

CONTACT PERSON INFORMATION:

Name/Department/Phone No./E-Mail Address: _____

List of Participant(s) (attach separate sheet if needed):

Name (Last, First)	Official Title	Division/Section	Phone
1.			
2.			
3.			

State reason(s) training is essential for participant(s):

Signature of Supervisor: _____ Date _____

Print Name of Supervisor: _____ Title: _____

☐ I have determined that this training is appropriate for the participant(s) listed above.

☐ This request is disapproved for the following reason(s):

- ☐ Training is not required by Federal and/or State law(s) nor is it directly related to the participant's job so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare for future assignments.
- ☐ Comparable training is available from (circle one) DHRD/OHR at same/lesser cost.
- ☐ Employees whose employment is less than half-time and/or employed three months or less are not eligible to attend training.
- ☐ Training request was submitted late without appropriate justification.

Signature of Official Designee: _____ Date: _____

Print Name of Official Designee: _____ Title: _____

Instructions for Completing UH Form 410 (OHR)

1. Use one form per class.
2. Check off the appropriate type of training (OHR-Sponsored Training Course or Other Training).
3. Complete Course Information section.

Provider: Organization which conducts and receives payment (if applicable) for the training course.
4. Complete Contact Person Information section.

The Contact Person is responsible for registering the participant(s) for the training and ensuring appropriate payment documents are prepared and processed. In addition, the Contact Person will be notified by the Provider whether or not the participant(s) is/are confirmed to attend training.

The Contact Person is responsible for meeting all registration and/or payment deadlines.
5. List participants in order of priority. Attach separate sheet if necessary.
6. State reason(s) training is essential for participant(s). Training for eligible employees must be required by federal and/or State law(s) or directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare them for future assignments.

If department requests that an ineligible employee attend training, a written justification explaining why it is essential and/or imperative for the ineligible employee to attend must be attached to the form.
7. Supervisor signs, dates, and prints name and title.

Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Programs shall follow their respective internal procedures for approval of training.
8. Submit form to the Official Designee for approval by the deadline, but no later than three (3) working days prior to the start date of the training.

In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official Designee.
9. Once the training request is approved/disapproved, the form is returned to the Contact Person for appropriate action, i.e., to complete registration process, notify of disapproval, etc.
10. Appropriate action may be taken if an employee attends a training activity without prior approval in accordance with A9.160.