

## **Training Policy Statement**

**(draft, revised 9/18/93)**

It is the policy of California State University, Fresno to provide interested employees release time to participate in a program of continuous training and development. At a minimum, this release time shall be equivalent to sixteen hours for full-time employees and eight hours for part-time employees per calendar year to attend training activities. The purpose of such training is to enable employees to learn new skills and thereby enhance their work. Appropriate training activities may include workshops developed by university departments as well as training available off campus.

University managers are responsible for supporting employees' requests for participation in training in a manner consistent with relevant sections of appropriate memoranda of understanding and the operational needs of the department. Human Resources is responsible for developing operational guidelines and implementing this policy.

The Athletic Corporation and the University Association and Foundation are encouraged to develop a similar policy.