PREAMBLE: This section addresses work-related education across the University as a component of the University’s compliance program. For more information on the University’s compliance program, visit http://www.uidaho.edu/research/compliance-and-safety.

A. Introduction. Work-related education is sometimes required for faculty and staff. Typically, work-related education is required by federal or state regulations or to address a legal, financial, or physical risk.

B. Definitions.

   B-1. University-wide work-related education (see FSH 3180): has been identified by the University President or their designee as mandatory work-related education for all employees.

   B-2. Job-specific work-related education (see FSH 3180): has been identified by the University President or their designee or by supervisors/unit administrators as mandatory work-related education for specific functions or positions within the University.

C. Responsibilities. It is expected that work-related education will be completed within the employee’s normal working day. The employee’s participation in work-related education should be discussed with the employee’s supervisor or unit administrator. Supervisors and unit administrators may require employees to schedule participation in advance.

   C-1. Employee: It is the responsibility of the employee to complete required work-related education.

   C-2. Supervisor: It is the responsibility of the supervisor to provide support and reasonable accommodation so that employees can participate in work-related education.

   C-3. Annual Review: During the annual review, work-related education requirements and compliance shall be discussed with the employee in developing the goals for the upcoming year.
C-4. Expenses: The University will endeavor to provide access to required work-related education from within the University whenever reasonably feasible. The University may also identify outside sources for such education. When circumstances justify utilization of outside sources, reimbursement for participation may be obtained from the unit or other appropriate university source, and may include: travel, per diem, living expenses, and registration fees.

D. Miscellaneous.

D-1. Work-related Education Time Reporting for Classified Employees:
Both University-wide and job-specific workplace education scheduled outside regular work hours is considered time worked and is eligible for overtime. However, the employee must obtain supervisor approval for overtime (see FSH 3460 and APM 50.10).

D-2. Flextime and Flexplace: Alternative arrangements can be made for external work-related education through flextime and flexplace (see FSH 3250).

D-3. Compliance Records: Human Resources maintains the central work-related education record system. Work-related education provided by the University will be automatically documented through this central system or by the University’s trainer/presenter. If an employee participates in required work-related education outside the University, it is the responsibility of the employee to provide records to Human Resources showing completion of the education as soon as practical, but no later than 30 days after the event.