Feedback to Questions re: Suggested Revisions to FSH 3180  
(Creation of proposed FSH 3185)

On April 15, 2014, Human Resources received a series of questions from the Faculty Affairs Committee regarding proposed changes to FSH 3180. Specific questions were as follows:

1. What is the rationale and justification behind these changes, more specifically D-1 and the impact D-1 will have on faculty? D-1 is requesting that employees fill out yet another form with data that for faculty is collected/entered elsewhere e.g. position description and annual evaluations.
2. What are the expectations of faculty with respect to this policy overall and are concerned about the effect D-1 will have on faculty?
3. What is the practicality of a 30-day timeframe to submit data?

In response to these questions, and from additional discussions with the FAC, the proposal was separated from FSH 3180 and placed in a new section, FSH 3185. The rational for the policy and response to the questions from the FAC follows.

Background

University Compliance programs are a reflection of an organizational culture that is defined by norms or beliefs shared by the university community. This culture is shaped by the organization’s leadership and is often expressed in terms of shared values and guiding principles. In turn, these values and principles are reinforced by systems and procedures, including work-related education, implemented throughout the organization. Together, these values, guiding principles, systems and procedures form a University’s compliance program.

Rational for Revisions to FSH 3180

The University of Idaho’s employee work-related education needs have become essential for university compliance, employee competence, employee retention, and transfer of institutional knowledge. Policy of the Regents’ policy (Policy V.Y.2.e) requires the University to provide adequate training to educate employees on the laws, regulations and institution policies that apply to their day-to-day job responsibilities. Compliance training topics include administrative and personnel requirements, research, workplace climate, public safety, and resource management. The University’s obligations in this regard have outgrown our current arrangements and it is time to build towards a comprehensive, sustainable University of Idaho employee work-related education plan. The timing of this request is particularly prudent because the University is launching a comprehensive employee compliance education initiative.

Professional Development and Learning (PDL) is the University of Idaho department charged with professional development and work-related education for all University of Idaho employees. The University benefits from a centralized employee work-related education mechanism and repository, housed within the primary staffing department, Human Resources, and managed by the dedicated university employee work-related education unit. A centralized work-related education function ensures decreased redundancy of functions (cost savings),
increased collaboration and coordination between employee work-related education stakeholders, and a more efficient transfer of knowledge to employees.

**FSH 3185**
The proposed FSH 3185, reflects the University’s commitment to its obligation to provide confirmation of work-related compliance education for our employees. Policy revisions include an expansion of definitions to include both university-directed and job specific work-related education. University-directed work-related education is designated by the University President or the President’s direct designee. Participation in these trainings is required for all employees or the identified subset of personnel as designated by the President or designee. Job-specific work-related education is designated by the university for specific positions within the University.

Documentation of work-related learning completion, especially for university-directed and job-specific topics is essential for fulfilling our compliance reporting requirements. All university-directed and many job-specific work-related education modules will be deployed through the University’s centralized learning management system. This system will automatically capture learning documentation, and will not require a submission of additional learning documentation from supervisors or employees. There is no additional form to complete.

Submission of learning documentation for self-directed professional development for entry into the University’s centralized learning management system is optional. The responsibility for timely (within 30 days after the event) submission resides with responsible employee. There is no additional form to complete. All learning documentation received will be entered into the University’s centralized learning management system.