

**ADMINISTRATIVE DIVISION** HR Division of Human Resources  
**POLICY NUMBER** HR1.51  
**POLICY TITLE** Professional Development for University Personnel  
**SCOPE OF POLICY** USC System  
**DATE OF REVISION** September 18, 2024  
**RESPONSIBLE OFFICER** Vice President for Human Resources  
**ADMINISTRATIVE OFFICE** Division of Human Resources

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#### **PURPOSE**

This policy emphasizes the importance of maintaining a continuous learning environment and the development of a core of well-trained individuals whose performance is consistent with the university's mission and vision.

#### **POLICY STATEMENT**

The University of South Carolina recognizes the importance of employee training in support of university goals and to promote organizational vitality. The university also recognizes the need for both sound and consistent practices in the supervision of employees to create a positive work environment. Training shall be available regardless of protected classes as outlined in university policies [CR 1.00](#) and [CR 2.00](#).

- A. This policy provides for the administration of training and development programs for university employees sponsored in whole or in part by the Division of Human Resources.
- B. The university encourages the training and professional development of all employees. Programs are designed to improve or secure skills for the effective and efficient operation of the university, to encourage the professional or personal development of employees, to ensure accuracy and uniformity in the administration of policies and procedures, and to further opportunities for employees to advance within the University of South Carolina.
- C. Employees in certain jobs or job categories must attend training as mandated by the South Carolina Department of Labor, Licensing and Regulation, OSHA, Department of Transportation or any other

agency to meet OSHA standards or any other state or federal training requirement.

- D. All faculty and staff employees of the university are eligible to participate in training.

Employees should seek their supervisor's approval to participate in training or development programs offered during normal work hours prior to registering. Supervisors will consider the program's relevance, cost, impact on the employee's workload and job responsibilities, and overall office coverage when making their decisions.

- E. Mandated or required classes taken outside of normal working hours that cause a non-exempt employee to incur overtime requires supervisory approval in advance.
- F. All supervisors of university staff hired into a supervisory position after January 1, 2010, are required to complete a standard supervisory curriculum, as prescribed by the Division of Human Resources, within 18 months of their hiring into a supervisory position, whichever is later. Supervisors who take more than 18 months to complete the required training may be required to repeat courses at the discretion of the Division of Human Resources.

**PROCEDURES**

- A. Some non-mandated training programs and assessments may require a fee. Fees will be established by the Division of Human Resources in order cover the costs related to administering individual courses and programs of study created by the Division.
- B. Mandatory supervisory training is offered at no cost to the departments. However, a fee may be charged for attendees who register for mandated classes and are no-shows without cancellation within two (2) working days prior to the class.

Additional procedures related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[CR 1.00 Policy Against Discrimination Harassment & Sexual Misconduct](#)

[CR 2.00 Equal Opportunity and Non-Discrimination](#)

[HR 1.84 Minimum Wage, Official Workweek, and Overtime Compensation](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
September 20, 2019	Updated to new format. Removed procedures. Noted fees related to assessment protocols. Removed minimum number of hours of supervisory training. Removed restrictions pertaining to work-related nature of training. Removed restrictions on participation for temporary employees. Updated statement on non-discrimination.

September 18, 2024

Updated to refer to Title IX & Civil Rights policies instead of listing of protected classes and other clarifications