



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

TRAINING

SUB-TOPIC
IN-SERVICE TRAINING AND EDUCATION PROGRAM

DEFINITION

This program is job-oriented and may include on-the-job training in preparation for a specific job assignment, and/or continuing training that is basically job-oriented. It is for selected staff employees and will be provided for on the basis of UTD's needs and availability of funds.

The program is designed to train an employee to perform a particular task within a particular situation, equip him/her to deal with new technological and legal developments, develop additional work capabilities, or increase a level of competence.

PROGRAM ELEMENTS

This program is divided into three (3) categories:

1. Orientation: This acquaints an employee to a new job situation, but does not include development of skills for the particular situation.
2. Basic Training for a Specific Task: Included are training in supervising and managerial skills as well as development of job knowledge and skills required for a specific task.
3. Advanced Training: A higher-level skill may be developed, combined with a broader job knowledge and instruction in new concepts and changing aspects of job responsibility.

ELIGIBILITY

Employees will be selected, trained, and evaluated under this program on the basis of individual skills needed for a particular job, availability of preemployment training, manpower needs of the University, and the availability of skilled employees in a particular area.

EMPLOYEE OBLIGATION

The employee entering this program has an obligation to successfully complete it and should recognize that UTD may use this type of training as a continuation of the selection process.