



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
LEARNING OPPORTUNITIES (AFSCME)	June 2, 2017	1725.160

**POLICY STATEMENT (R\*)**

The Board and AFSCME recognize the importance of employee career development in order to provide for employee training which will improve productivity. All employees shall participate in a minimum of twenty (20) hours of professional development per calendar year. This development occurs during regularly scheduled work time, and must be approved by the Dean, Director, or Department Head. Exceptions to this requirement may be requested by the employee, recommended by the supervisor and approved by Human Resources.

All employees are expected to have a Learning Goal established in their annual performance discussion with their immediate supervisor.

FIU will make reasonable efforts to continue existing training and development programs and to develop new programs where such programs are considered to be necessary.

Professional Development can take the form of attendance in in-house learning programs provided by the Division of Human Resources, participating in external workshops, conferences, and vocational training programs, University courses or other department-specific training.

FIU will consider the effect on current employees when contemplating changing technology or equipment. The university will make reasonable efforts to provide training to current employees in the use of new technology or equipment when such changes are made. Nothing herein obligates the university to maintain current classifications, positions, or employees.

FIU and AFSCME understand that nothing in this policy precludes or in any way limits or restricts the university's right to develop, implement, or otherwise manage training or apprenticeship of its employees.

Included in the expected 20 hours of professional development are any programs that may be required by the University, such as the New Employee Experience, Sexual Harassment Awareness & Prevention, Performance Excellence Process (PEP), Supervisory Excellence, and others. Attendance in programs for professional certifications, licensures, etc. will also count towards the 20 hours of professional development.

**REASON FOR POLICY (O\*)**

To establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for future University career opportunities and promotions.

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013, June 2, 2017.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Talent Acquisition and Management  
Division of Human Resources  
11200 S.W. Eighth Street, PC 234  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**