I. INTRODUCTION (Purpose and Intent)

The purpose of this policy statement is to establish authority to charge departments for cancelling employee participation at training programs.

The mission of the Talent Management department of the Division of Human Resources is to provide training and development opportunities that support the vision and values of the USF System. Typically, these programs are funded centrally. As a result, staff and faculty attend the programs without costs being incurred by the colleges/divisions.

Additionally, Talent Management responds to requests for training by coordinating programs of interest to the employees of the USF System. These programs are presented to specific divisions or targeted groups of employees for a fee through an open enrollment process. Fees charged to colleges/divisions are intended to cover the cost of programs that are not centrally funded and do not generate revenue for other purposes.

II. STATEMENT OF POLICY

To assure participants the greatest degree of personal attention and involvement, training sessions are limited to the size of its programs, therefore, programs are not over-booked.

If a registered participant is unable to attend a program, a $50 expense will be incurred:

- If the facilitator/trainer/subject matter expert is not notified within five working days of a program, or

- If a replacement is not found to fill the vacancy.
Substitutions are permitted at any time.

A fee will be waived if a staff member is unable to attend a training session for reasons beyond his/her control (e.g. illness, death in the family).

See Policy 0-108 for reasonable accommodation requests.

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.