

## **VIII. EMPLOYEE TRAINING AND DEVELOPMENT**

### **STAFF TRAINING AND DEVELOPMENT**

Staff Human Resources Management (SHRM) coordinates a comprehensive employee training program for the campus that includes supervisory training, management training, safety training, computer training, business processes, and work skills. Professional development activities for campus employees are announced through the campus email system and available at <http://www.csuchico.edu/hr/learn/> and the online campus calendar at <http://events.csuchico.edu/>.

The SHRM “learn” website also provides direct links to:

- Environmental Health & Safety as well as other web-based training information at <https://ehstraining.csuchico.edu/>
- Instructional Technology Trainings that provide hands-on workshops for various computer software applications. More information is available at <http://training.csuchico.edu/>

The program also works with the campus Staff Development Committee, through which employees have the option of requesting funds to meet their individual professional development needs. To request funds for training, submit a *Staff Development Funding Request* form to the Staff Development Committee for review. The form is available at <http://www.csuchico.edu/vpaa/StaffDevelop/sdfundrequest.pdf>.

### **FEE WAIVER PROGRAM**

All full-time and part-time permanent employees may be eligible for a fee waiver to attend on-campus classes. Under this voluntary program, admission and registration fees are waived or reduced for approved CSU, Chico courses. Permitted under the program are courses: (1) that are job or work-related (2) taken as part of an individual career development plan; or (3) taken for the attainment or enhancement of skills for the purpose of **career advancement** within the CSU system.

Alternatively, eligible employees may transfer their Fee Waiver Benefit to a dependent, spouse, or domestic partner enrolled in a degree program. Contact the Payroll Department at x 6435 for details.