

## **HR 128 Frequently Asked Questions**

### **1. What is HR 128?**

HR 128 is the Human Resources Policy that strongly encourages employees or staff at the University of Tennessee to complete a minimum of 32 hours of job- and career-related training per calendar year. HR 128 applies to exempt and non-exempt employees, regular, full and part time. The training requirement for part-time employees may be prorated.

Supervisors will be evaluated through the performance review process on the professional growth and development of their employees. The training for individual employees should be planned during the performance review.

### **2. Does the training have to be job related?**

The training should relate to your present position or should enhance your skills for future job growth.

### **3. How will HR 128 fit into my annual performance review?**

During your annual performance review, you and your supervisor should discuss your training needs. A training plan should be developed to ensure you achieve your minimum of 32 hours.

### **4. What types of classes count toward 32 hours?**

Many opportunities are available: (1) professional development courses; (2) conferences and seminars; (3) e-learning classes; (4) training held within departments; (5) training provided by outside consultants and vendors; (6) IRIS classes; and (7) computer classes.

Classes offered through Statewide Employee & Organizational Development are listed on the website (<http://uthr.admin.utk.edu/tandd>).

### **5. What courses will not count toward HR 128?**

- Courses to receive college credit
- Departmental improvements or changes presented at a staff meeting not related to professional development. For example, implementing a new specialized departmental form or sharing of knowledge to colleagues from a seminar attended by one or more staff members.
- Social organizations and church-sponsored programs will not count.

### **6. Why can't academic courses be applied toward my 32 hours?**

Academic courses are geared toward earning a degree. Professional development classes are more for providing new skills sets and professional growth.

### **7. Do classes offered outside the university count toward my 32 hours?**

With supervisory approval, classes both within and outside the university will count toward 32 hours. Conferences attended will also count. To receive credit for classes taken outside Employee & Organizational Development, you should fill out the interactive form "Request for Additional Credit," available at (<http://uthr.admin.utk.edu/TandD/AdditionalCredit.html>). Submit this form to EOD or your local HR office after you have attended the class. Once this form is completed, send it to your local HR office for entering into the IRIS database.

**8. How do I enroll in e-learning classes?**

These classes are free and may be taken online (<http://oit.utk.edu/cbt>) from most locations throughout the state. UT has partnered with SkillSoft to offer the highest quality in on-line learning. To enroll in e-learning training classes from UT, you may enroll from the website of Office of Information Technology (OIT), or you may call Bruce Delaney, (865) 974-6491, for set-up instructions. More than 800 courses are available, including computer and technical courses; leadership, managerial and supervisory classes; and communication classes.

For e-learning classes offered through Employee & Organizational Development, credit will automatically be applied toward 32 hours of training. To receive credit for an e-learning class offered outside Employee & Organizational Development, you must submit an Additional Credit Form upon completing the course. The Additional Credit Form is located at (<http://uthr.admin.utk.edu/TandD/AdditionalCredit.html>).

**9. How many hours are counted for e-learning classes?**

If you are enrolled in an e-learning class offered through Office of Information Technology, you will be given the suggested number of hours associated with the e-learning class. For example, if you complete the e-learning class, Effective Listening Skills, you will be given the total number of suggested hours for the e-class, which is 14 hours. The suggested number of hours for each e-learning class is listed on the Office of Information Technology website (<http://oit.utk.edu/cbt>).

**10. Why is there a minimum number of 32 hours of training?**

The 32 hours is the minimum requirement. For the purposes of career growth and of meeting departmental goals, employees may take more than the 32 hours if approved by their supervisor.

**11. Do required training classes count toward the minimum?**

Yes, required training courses, including safety classes, count toward the minimum. Supervisors and employees should plan for training during the performance review process. The 32 hours is a minimum, and employees are encouraged to complete what they need to achieve growth for themselves and their departments.

**12. Must I have my supervisor's approval to attend training classes?**

Yes, your supervisor should support your training. The employee and the supervisor together should plan the training.

**13. What if my supervisor doesn't allow me to attend training?**

Find out why your supervisor doesn't support your training. Your professional development should be addressed during your annual performance review. At that time, determine what your supervisor considers appropriate professional development for your position. Then, if your supervisor does not permit your attendance in training, notify an appropriate person in your department or on your campus. You may also contact your local Human Resources office.

**14. Will the Career Development fund assist in paying for training?**

Yes, the career development fund, which is a reimbursement fund, may help pay for classes in certain situations. Nevertheless, departments are expected to budget for training during the annual budgeting process. If the department cannot pay for training, the employee should request funding at least three weeks before the event. The maximum reimbursement for an employee during the fiscal year is \$200. To fill out an application and to see the guidelines, go to the web site (<http://www.tennessee.edu/cdf>). Reimbursement is limited to fund availability.

For employees of UTC only, you may visit the following website for information on the staff development fund. (<http://www.utc.edu/Administration/HumanResources/Forms/CDF.pdf>)

**15. How do I register for training classes at UT?**

For details on registering for training classes, call Employee & Organizational Development, or your local HR office. Campuses and units vary the registration process.

**16. Will you deliver training for our specific department?**

Yes, training can be delivered on site. Contact Employee & Organizational Development for further information.

**17. If I have a question about training classes or HR 128, who is the contact?**

Call Statewide Employee & Organizational Development (865) 974-6657, or your local HR office for further information.

**Additional Credit Form  
Frequently Asked Questions**

**1. Is my supervisor's signature required on the Additional Credit Form for class credit?**

Yes. Your supervisor must sign and date the form to verify your participation and completion of the class.

**2. Do I need to fill out an Additional Credit Form for e-classes and online training offered outside Employee & Organizational Development?**

Yes. You must fill out an additional credit form if any online classes are offered outside of Employee & Organizational Development.

**3. Is there a deadline for submitting an Additional Credit Form?**

Although there is no official deadline for submitting forms, we strongly encourage employees to submit their forms soon after the training is held. This allows employees' training hours to remain current. Any forms submitted outside the current calendar year will not be accepted.

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