



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Professional Development and Job-related Training for Employees

Employees

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I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy allows MSU Denver employees to enroll in job-related and career enhancement courses at no or reduced cost consistent with University Fiscal Rules.
- C. **Scope:** This policy applies to University employees seeking funding for professional development and job-related training opportunities.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999



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III. Policy Statement

The University may authorize its employees to enroll in job-related and career enhancement courses at no cost or at a reduced cost. Only enrollment in courses that will benefit the State and enhance employees' performance is authorized by this policy.

The Chief Human Resources Officer shall adopt procedures for review and approval of employee requests to enroll in instructional courses and job-related training. Approval of any such request shall be in writing and must be received before the employee enrolls in the course or training. No request shall be approved unless the Chief Human Resources Officer or delegate concludes that enrollment in the course or training will benefit the State and enhance the employee's performance.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 4.3 of the *MSCD Trustees Manual, 2007*.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.



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V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver