

**Policy Name:** Institute Training Policy

**Policy Owner:** Diamond M. Ford, Ph.D., Sr. Director, Employee Experience and Development

**Policy Contact:** dford47@gatech.edu

**Reviewed By:** Chief Audit Executive, Associate General Counsel, Academic Technology & Engagement, Center for Teaching and Learning, Faculty Affairs, EVPR Administration, Finance Compliance, Student Engagement and Well-Being: Arts, Belonging, and Community. Units of GTHR including: Employee Experience & Development, Employee Development & Culture, Learning Experience Design, Workplace Learning & Professional Development, Human Resources Information Systems.

**Policy Steering Committee Approval:** October 2024

**Policy Purpose:** The Institute Training Policy provides guidance and structure around Institute and USG requirements for all mandatory and voluntary employee training. This policy ensures compliance, standardization, and alignment with USG requirements for financial guidelines, appropriateness, and central recordkeeping for Georgia Tech employee training.

**Summary of Substantive Policy Elements:**

- Provides requirements for mandatory employee training and its approval process.
- Provides requirements for voluntary employee training.
- Defines financial guidelines as related to employee training.
- Outlines record keeping requirements for employee training.
- Provides information on related USG Board of Regents policies.



# Georgia Institute of Technology

## Institute Training Policy

Type of Policy: Administrative

Effective Date: TBD

Last Revised: N/A

**Policy Owner:** Human Resources

**Policy Contact:** Diamond M. Ford, Ph.D., Sr. Director, Employee Experience and Development, [dford47@gatech.edu](mailto:dford47@gatech.edu)

### 1. Reason for Policy

This policy ensures compliance, standardization, and alignment with the University System of Georgia (USG) requirements for financial guidelines, appropriateness, and central recordkeeping for the Georgia Institute of Technology's (Georgia Tech) employee training.

The USG Board of Regents (BOR) and Georgia Tech are equally committed to upholding academic freedom and freedom of expression. Georgia Tech's core institutional values support an environment that empowers its community to excel. Professional Development and educational attainment remain central to this mission.

### 2. Definitions

<b>Affirmations</b>	The action or process of affirming a strongly held belief as a requirement for employment.
<b>Financial Guidelines</b>	A set of procedures and policies that govern financial expenditures at Georgia Tech.
<b>Ideological Tests</b>	Tests or questions based on or relating to a system of ideas and ideals, especially concerning economic or political theory and policy.
<b>Learning Management System ("LMS")</b>	A technology platform that allows organizations to create, deliver, and report on training courses and programs. In the context of this policy, LMS includes content libraries that offer training to GT employees such as LinkedIn Learning.
<b>Mandatory Training</b>	A type of educational or instructional program that individuals are required to complete as part of their job, role, or membership in an organization.
<b>Training</b>	Planned and structured learning, often led by an instructor with clear curriculum and measurable objectives to improve competencies, performance, or career-related skills directly associated to one's role or career.
<b>Training Instructor(s)</b>	An individual developing and/or leading a training. Training Instructors are responsible for complying with the policy and ensuring the training they administer is compliant.

<b>Training Sponsor</b>	Leader and/or faculty member responsible for developing, managing, and administering training. Training Sponsors are responsible for complying with this policy and ensuring the training they sponsor is compliant.
<b>Voluntary Training</b>	A type of educational or developmental program that individuals choose to participate in of their own free will, without being required to do so.

### 3. Policy Statement

For all employee training, this policy establishes the financial guidelines, recordkeeping requirements, and alignment with Board of Regents (BOR) policies including, but not limited to, [BOR 8.2.5 Employee Orientation and Training](#), “No institution training may include affirmations, ideological tests, or oaths, including diversity statements.” This policy also establishes the mandatory training approval process.

#### *Mandatory Training & Approval Process*

Mandatory training is limited to training that complies with Board of Regents (BOR), Georgia Tech, state and federal policies, regulations and laws. All requests for mandatory training must be reviewed and be in compliance with the [USG General Criteria for Employment Policy](#). The President and Chief Human Resources Officer (CHRO) must review and approve all mandatory training . Requests should be submitted [here](#).

#### *Voluntary Training*

Voluntary training must comply with the financial guidelines and record keeping requirements outlined within this policy. All voluntary training must comply will all relevant BOR policies including, but not limited to, [BOR 8.2.5 Employee Orientation and Training](#). Voluntary training does not require review and approval by the President and the CHRO.

#### *Financial Guidelines*

All expenditures related to employee training must comply with the [Georgia Tech Allowable Cost Matrix](#).

#### *Record Keeping Requirements*

All employee training must be administered through a central Learning Management System (LMS) that allows employees to search, register, and record attendance and completion of training courses. Per the [USG Records Retention Schedules Employee Training Records](#), employee training records have a retention period of five years. Records may include, but are not limited to, course summaries and certificates of completion.

All LMS’s, for the purposes of employee training, must be registered with Georgia Tech Human Resources (GTHR) and GTHR may request reporting of all training course topics and enrollment. Georgia Tech employees who deliver training courses must establish their

course title and attendee roster(s) in the appropriate LMS prior to delivering the training course.

#### 4. Scope

This policy applies to all Georgia Institute of Technology employees who develop, plan, facilitate, and/or require employee training. Faculty, staff, student employees, and postdoctoral scholars are all employees.

#### 5. Forms

Title	Link
Mandatory Training Review Form	<a href="https://app.smartsheet.com/b/form/08758d7bac4d409b820dfd91916cf17b">https://app.smartsheet.com/b/form/08758d7bac4d409b820dfd91916cf17b</a>

#### 6. Frequently Asked Questions

Frequently Asked Questions can be found on the GTHR Employee Training website.

#### 7. Responsibilities

##### 7.1. President

The President is responsible for reviewing and approving all trainings submitted through the Mandatory Training Review Form.

##### 7.2. Chief Human Resources Officer

The CHRO is responsible for reviewing and approving all trainings submitted through the Mandatory Training Review Form.

##### 7.3 Training Sponsors and Training Instructors

Training Sponsors, or their designees, are responsible for submitting mandatory training requests for approval. Training Sponsors are responsible for ensuring training is clearly identified as mandatory or voluntary, that all mandatory training complies with the approval process, and that training is administered in the appropriate LMS System.

Training Instructors are responsible for complying with the policy and ensuring the training they administer is compliant. In some instances, the Training Sponsor and Training Instructor may be the same person.

#### 8. Enforcement

Failure to comply with this policy by Training Sponsors or Training Instructors may result in cancellation of training programs and/or disciplinary action.

Refer to the [HRAP General Criteria for Employment Policy](#) for procedures for employees required to complete mandatory training.

## 9. Related Information

Resource	Link
BOR Policy Manual	<a href="https://www.usg.edu/policymanual/">https://www.usg.edu/policymanual/</a>
BOR Human Resources Administrative Practice Manual	<a href="https://www.usg.edu/hr/manual">https://www.usg.edu/hr/manual</a>
USG Records Retention Schedules (See Employee Training Records)	<a href="https://www.usg.edu/records_management/schedules/930">https://www.usg.edu/records_management/schedules/930</a>
Georgia Tech Faculty Handbook: 5.1 Academic Freedom	<a href="https://policylibrary.gatech.edu/faculty-handbook/5.1-freedom-expression">https://policylibrary.gatech.edu/faculty-handbook/5.1-freedom-expression</a>
Georgia Tech Faculty Handbook: 5.2 Freedom of Expression	<a href="https://policylibrary.gatech.edu/faculty-handbook/5.2-academic-rights-and-responsibilities">https://policylibrary.gatech.edu/faculty-handbook/5.2-academic-rights-and-responsibilities</a>
Georgia Tech Ethics and Compliance, Office of the General Counsel	<a href="https://generalcounsel.gatech.edu/ethics-and-compliance">https://generalcounsel.gatech.edu/ethics-and-compliance</a>
Controller's Office Allowable Cost Matrix	<a href="https://controller.gatech.edu/allowable-cost-matrix">https://controller.gatech.edu/allowable-cost-matrix</a>
Knowledge Article: Learning Management Systems (LMS) and Learning Libraries	<a href="https://gatech.service-now.com/training_support?id=kb_article_view&amp;sysparm_article=KB0044172">https://gatech.service-now.com/training_support?id=kb_article_view&amp;sysparm_article=KB0044172</a>

## 10. Policy History

Revision Date	Author	Description
TBD	GTHR	New Policy replacing Training Programs 13.7