

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-008,R4-002**
(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Michael Gonzalez Phone Ext: 2228

Department Name: Human Resources

Document Number: P-008 Revision No.: 4

Document Title: Staff Training and Development

Reason for change:

To include the role of providing Educational opportunities to staff for professional development.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Page 1: Document Title change to "Staff Training, Education and Development"
Page 1: some revisions to provide clarity.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X
2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Susan Murphy-LaMarche 5/24/13
Department/Division Head Approval Date

John DeLooper 6/4/13
Head, Best Practices and Outreach/designee Date

Release/Effective date of this TCR: 6/4/13

Incorporate this TCR into next revision of this document? YES: X NO:

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No.P-008 Rev 4 page 1 of 2
	Subject: STAFF TRAINING, EDUCATION AND DEVELOPMENT	Effective Date: September 8, 2005	Initiated by: Director Human Resources
		Supersedes: Rev. 3, dated Feb 11, 2005 and TCR-P- 008,R3-001	Approved: Director

PPPL employees are required to have the knowledge and skills necessary to perform their jobs competently, efficiently, and safely with due regard for health concerns, the environment and quality.

TCR-P-008,R4-002

The Laboratory training program has been instituted to provide the skills, knowledge and abilities in several areas:

1. Environment, safety and health (ES&H) and quality issues
2. Job specific tasks
3. Executive leadership, including supervisory and management development
4. Employee development to meet the laboratory's needs as required.

TCR-P-008,R4-002

Employees have the responsibility to participate in and to complete the training required for their assigned job, including qualification or certification where required. Members of the staff also have the responsibility for continuing their own education and professional development, and are encouraged to participate in the Staff Education Assistance Program (as outlined in the Personnel Practices Manual). Employees and their supervisors should discuss the educational and training needs of the employee. Assistance is also available for off-site training that is mutually beneficial to the employee and to the Laboratory.

Line management has the overall responsibility to ensure that all their personnel are trained, qualified or certified to perform their specific jobs; and are trained on requirements of procedures including lab-wide procedures. Line management is also responsible for ensuring that employees have completed required training in ES&H prior to performing affected work duties. In a case where a staff member from a Department is assigned ("matrixed") to a Project, the Project's management is responsible for including that individual in the Project organization and ensuring that any additional Project-specific training requirements, including project procedure training, are established and fulfilled. Employees who refuse to complete necessary ES&H training are subject to disciplinary action in accordance with the Personnel Practices Manual that could ultimately result in termination of employment.

The Office of Human Resources has established several methods of notifying employees of their training status. Monthly Staff Training Reports are sent to Department and Division Heads. This document provides a listing of staff members whose training is scheduled to expire over the coming three-month period. Employees who need GET (General Employee Training) and/or Radiation Safety training also receive notification via e-mail or a memo. One course, General Employee Training (GET), applies to everyone who is on-site for more than 40 hours per year. Individuals not satisfying this re-training requirement, through course attendance or test challenge will have their photo ID badge re-programmed to preclude access to the site without an assigned escort.

Responsibility for deployment of this policy rests with the Office of Human Resources. This organization is charged with all of the tasks associated with training and development. These tasks include administration of training programs, assessment of training needs, design and development of courses and supporting materials, coordination and scheduling of training programs, evaluation of programs, and maintenance of records and files associated with the training and development function. Questions regarding this policy or other training and development issues should be directed to Human Resources.