

Auburn University Facilities Management Policy

Training, Education & Certification Requirements for Trades Personnel

I. **PURPOSE:** The purpose of this policy is to detail the training, education, and certification requirements for trades positions within Facilities Management for the purposes of both hiring and promotion.

II. **POLICY MANAGEMENT**

Responsible Office: Auburn University Facilities Management

Responsible Executive: Assistant Vice President, Facilities Operations

Responsible Officer: Director, Human Resources, Facilities Management

III. **APPLICABILITY:** This policy applies to personnel in, or to be hired into job descriptions that reference this policy.

IV. **DEFINITIONS**

A. **AUFM:** Abbreviation for “Auburn University Facilities Management.

B. **Certifications:** A certification is a third-party attestation of an individual’s level of knowledge or proficiency in a certain industry or profession. It is granted by professional societies and universities or by private certificate-granting agencies.

- a. Most certifications are time-limited; some expire after a short period of time, while others can be renewed indefinitely as long as certain requirements are met.
- b. Renewal usually requires ongoing education to remain up-to-date on advancements in the field, evidenced by earning the specified number of continuing education credits (CECs), or continuing education units (CEUs), from approved professional development courses.
- c. Examples include Certified Public Accountant (CPA), Professional Engineer (PE), Society for Human Resources Management – Certified Professional (SHRM – CP), Project Management Professional (PMP), Veterinary Technician National Exam (VTNE), Certified Universal Refrigerant Technician, and Certified Information Systems Security Professional (CISSP), among others.
- d. Training courses and other certificates of completion, participation, or attendance should not be included in this section.

- C. Licensure: An occupational license is a credential that federal and state governments require of a worker to hold in certain occupations.
 - a. Aspiring workers must meet state-specific educational, training, testing and other requirements to practice in a licensed profession.
 - b. Examples include physicians, public accountants, lawyers, plumbers, and electricians.

- D. Education: Educational requirements generally represent the formal education from a technical school, college or university required to be hired into a position. Examples would include technical certificates, associate degrees, or bachelor degrees.

- E. Job Series: A set of positions with related job titles that have progressively higher levels of impact, knowledge, skills, abilities (competencies), and other factors, providing for promotional opportunities over time. For example, the various positions for an electrician (Electrician I, II, and III) represent a job series.

- F. Job Grade: Job grade associates pay with levels of education, experience and skills. The job grade determines the pay range of a position and the pay of an employee.

- G. Training: Training requirements represent the instruction provided to Facilities Management employees during their career to develop additional skills, knowledge, and competencies related to the individual's job. The purpose of training is to improve an employee's ability to execute the mission of Facilities Management. For the job series covered under this policy, personnel seeking to be promoted will be required to complete a significant amount of training prior to being eligible for promotion to the next higher grade in their job series.

- H. Hours: Hours for the purposes of training are based on course approved contact hours. For example: Intro to Valves is from 9:30 – 11:30 thus when completed represents 2 hours in training.

- I. Qualification Record: A form used to document that the employee has demonstrated and met the requirements in their field of expertise to advance to the next level. Items outlined in the form are relevant and directly related to the required knowledge, skills, and abilities identified in the appropriate job description.

V. BACKGROUND: The complexity of Auburn University buildings and systems is increasing at a rapid pace. The system advancements and improvements require the Facilities Management trades personnel to stay abreast of the technological advances in the systems which they install, maintain, and repair.

To increase the technical ability of the Facilities Management trades personnel and to increase the professionalism of the workforce, and increase emphasis is being placed on training and achieving industry recognized certifications that validate the skill level of our personnel.

VI. POLICY

- A. General: This policy sets the training requirements for personnel to be promoted from one grade to a higher graded position with one of the job series that references this policy in the job description.
- B. Requirements for External Hiring: Candidates to be hired into one of these positions shall meet the experience, education and certification requirements as set forth in the applicable job description.
- a. New hires from external to Facilities Management do not need to provide documentation of 200 hours of training but must complete the qualification record for job level within the probationary period. Failure to demonstrate the required knowledge in skills for job level could result in demotion to a lower job level
 - b. Facilities Management employees looking to move into a new job series may be hired into a new job series without providing the required 200 hours of training. Job series of a similar nature may still require documented training.
 Example 1: An employee in a Landscape Tech job series does not need to provide documented 200 hours of training to move into an HVACR job if all other minimum qualifications are met.
 Example 2: Electrician I employee still must provide 200 hours of training to move into an HVACR Tech II job because of the similar nature of the work.
- C. Requirements for Promotion to a Higher Grade in the Job Series: Auburn University Facilities Management personnel seeking to be promoted to a higher graded position within their job series shall meet the experience, education and certification requirements as set forth in the applicable job description as well as document 200 training hours from the following categories:
- a. Training Hour Requirements:

Training	Hours	Comments
*Directly related to Essential Functions	Minimum 100	Training provided by AUFM will count towards training hours. Training outside of AUFM must be pre-approved.
Education	Max 50	pre-approved accredited course work in a college degree program. 3x course credit hour. Must make at least a B.
Professional Development Training	Max 50	Must take Project Management Course to promote from II to III
Safety	Max 40	
Training – other technical training that compliments job	Max 10	Pre-approved

*Required to promote
 Classes may only count once per promotion.

- D. Equivalency of Education and Experience: For all positions covered in this policy, education and experience can be substituted as outlined in the specific job descriptions.

VII. Job Summary, Training, Education, Experience and Certification Requirements:

1. [The Job Summary, education, experience and certification requirements are detailed in the job descriptions located on the Auburn University website.](#)
2. Supervisor approval is required for employees to attend training.
3. Reimbursement for training and certifications: Employees may be reimbursed for the following expenses only:
 - a. 1 testing session (i.e., AUFM will reimburse employees for one journey level examination. If the employee does not pass, or lets the certification lapse, they are expected to cover the cost of additional examinations).
 - b. Certification renewals that are required by your job description.
 - c. Additional beneficial certifications at the discretion of your director.
4. Training Records: AUFM Human Resources will maintain records of all trainings scheduled by AUFM. If an employee attends a training outside of AUFM, they are responsible for keeping a record of it.
 - a. Employees may pull their training hours from HSI at any time by logging in and clicking "My Transcript" in the top right corner of the screen.
 - b. If any employee needs help recording their own training hours, they may use this [spreadsheet](#).

VIII. EFFECTIVE DATE March 1 2024

IX. APPROVAL

Loren Winn
Responsible Officer

4/1/2024
Date

Dan Whatley
Assistant Vice President, Facilities Operations

4/1/2024
Date