1. Policy Summary

The HR Training and Development section forms part of the HR Strategy and Development Directorate with Leadership Development and Organisation Development. As part of its ongoing commitment to the development of staff in the University, HR Training and Development provides soft skills training programmes for all staff, which should be requested through the University's Performance Management Development System (PMDS). Soft skills refer to skills, such as, management, interpersonal and personal development skills that determine strength as a leader, supervisor, negotiator, conflict manager and project manager.

Alongside development initiatives under PMDS, HR Training and Development provides one and two hour skills seminars and health and well being seminars for all staff covering topics such as financial management, pensions, information compliance and work/life balance. These programmes are requested directly through the HR staff development webpage http://www.uod.ie/hr/staffdew/. Job specific or non-standard training can also be provided once an analysis of the type of training requested has taken place. HR Training and Development also supports the Staff Fee Concessions Policy. The Conference Allowance Policy and The Study and Exam Leave Policy.

2. Purpose of Policy

- To provide a framework on soft skills training & development, for all staff in the University through the development of each individual and thereby enhancing the individual's and the University's performance;
- To highlight the level of service offered by HR Training and Development;
- To provide contact details on where to find information on different types of training specific to staff needs within the University.

3. Scope of Policy

This policy applies to all staff in UCD who are responsible for their own or other staff members learning and development. It is from the perspective of HR Training and Development and the soft skills training and development they provide to staff in the University.

4. Policy & Procedures

There are many different types of activities that contribute to an individual's personal development and staff are encouraged to consider the range of opportunities available to them. Some activities are undertaken with the specific aim of enhancing skills and/or imparting information e.g. attending a seminar or training programme, reading, work-shadowing and mentoring. Other activities

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Wage and Hour Division Field Operations Handbook United States. Employment Standards Administration. Wage and Hour Division, 1969 Wage and Hour Manual Bureau of National Affairs (Washington, D.C.),1952 Manual of Wage Wage and Hour Manual ,1942 and Salary Administration ... Lionel B. Michael, 1946 Wage-Hour Compliance Handbook, 2013 Edition Dorinda D. Descherer, Terence M. Myers, 2012-12-07 Wage Hour Compliance Handbook Practical Guide to Law and Administrationis the most comprehensive reference available to payroll practitioners humanresource managers and business owners This one of a kind reference includesplain English explanations of the laws and how they affect you Theinformation for each state is organized in the same manner making it fast andeasy to cross reference The following topics are included for each state Deductions from wagesMinimum wageOvertimePayday lawGarnishment and other court ordersChild laborMeal and rest periodsJury dutyPrevailing wagesEgual pay actFamily and medical leaveMilitary leaveState posting requirementsIncludes Numerous Tools to Make Your Job Easier In addition this unique resource provides numerous tools to help you complywith all wage hour requirements including Time and money saving tipsChecklistsState law summariesCourt case analysesFormsPostersDirectories of state and local wage hour contactsWeb sitesIndexAnd much more The 2013 Edition of Wage Hour Compliance Handbook contains thelatest federal and state wage and hour information needed to comply with the various wage hour laws and regulations Highlights of the new edition includenew or expanded coverage of Significant new court cases affecting the minimum wage and overtime exemptionsState law changes targeting employment of undocumented workersA major overtime victory for pharmaceutical company employersUp to date facts and figures on state wage hour requirements including the 2013 state minimum wage rates Case law developments on compensation for preliminary and postliminaryactivitiesNew guidance on intermittent family and medical leaveThe up to date requirements for verifying employees work eligibilityKey guidance on rounding hours workedImportant developments for employers of in home companionsLatest family leave rules for military familiesRevised workplace posters and wage hour forms Wage-Hour Compliance Handbook, 2024 Edition DeScherer, Wage and Hour Reference Manual ,1946 Wage and hour manual Supplement, 1947 What You Should Know about the Wage and Hour Act Arthur T. **Wage and Hour Division Field Operations** The Wages and Hours Act Russell L. Greenman, 1939 Jacobs, 1946 Handbook United States. Employment Standards Administration. Wage and Hour Division, 1994 Wage and Hour Manual for New York Employers Richard J. Simmons, Brian D. Murphy, 2019 **Wage and Hour Division Field Operations** Handbook United States. Employment Standards Administration. Wage and Hour Division, 1996*

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