

Policy 6505

From Human Resources

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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Employee Training

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(Signature on file)

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POLICY STATEMENT

The department intends for all department personnel to receive the needed technical and professional training to do their jobs and prepare them for assuming increased responsibilities. This policy provides

a framework for developing and maintaining a qualified workforce consistent with the needs and mission of the department as stated in the department's Strategic and Business Plans. Supervisors should work with their employees to identify training courses needed for each employee's position and incorporate this into each employee's performance management plan.

DEFINITIONS

Appropriate Training Unit: The unit with primary responsibility for providing specific training. Examples are Human Resources (HR) for supervisor training and Design/CADD for automated engineering classes.

Class: A specific training event designed to deliver the course to the participant.

Contact Hour: One clock hour of interaction between a participant and facilitator or materials which have been prepared to cause learning or development.

Course: Training information delivered during a class or on-line/computer-based training.

Development Plan: A list of courses found within the Learning Management System that an employee would complete.

External Training: Any training facilitated by an external vendor that supports the development and professional requirements outlined in this policy.

Fiscal Year: State of Missouri's fiscal year is defined as July 1 through June 30.

Learning Management System (LMS): An on-line tool that enables employees to access their development plan, register for classes, take on-line courses, and view their training records.

Management Training: Courses and development plans for supervisory job title codes/families.

On-line/Computer-Based Training (CBT): A course completed by using a computer.

Required Training: Training that must be completed to meet federal, state, and/or department requirements.

Subject Matter Experts: MoDOT employees called upon to assist in the development and evaluation of training based on their education and experience in a given field of expertise.

Supervisor: An employee in a position of authority with responsibilities for assigning and evaluating work of other employees, approving or denying requests for leaves of absence of other employees, issuing disciplinary actions to other employees, etc.

PROVISIONS / REQUIREMENTS

1. Workforce Development Training

Workforce development courses are available to all employees (supervisory and/or non-supervisory) to increase their productivity and effectiveness. These courses are not required unless prescribed as a development opportunity by an employee's supervisor. Workforce development courses that are prescribed for completion are to be added to the employee's development plan. Employees must obtain their supervisor's approval prior to enrolling in any course.

These courses may qualify to satisfy the additional 16 hours of continuing education for managers/supervisors that are required per fiscal year. The HR Division will determine whether a course will qualify, based upon recommendations and evaluations from subject matter experts.

2. Required Training

Required courses are courses provided to satisfy federal, state, and/or department requirements. Examples of courses offered include management/supervisory, performance management, drug and alcohol, equal employment opportunity, flagger, and work zone safety.

Employees entering into or who are currently in a supervisory position are required to complete a minimum of 40 hours of basic supervisory training within their first year in the position.

Thereafter, supervisors are required to complete at least 16 hours of training that can reasonably be expected to lead to improved work performance and increasing an employee's ability to ensure increased responsibilities within the department or meet the goals of the strategic plan for each fiscal year.

The HR Division, in consultation with the district engineers/division leaders/state engineers, will determine what courses will be required for positions. Operations must be included in decisions regarding which technical and safety courses will be required for particular positions. Final drafts of all proposed required classes will be forwarded to the district engineers/division leaders/state engineers for review. Upon completion of the review, the appropriate business unit leader will issue a statewide communication to all affected employees and their supervisors notifying them of the required training. Required classes will then be incorporated into the affected employees' development plans utilizing the LMS System (see section 4). It is ultimately the employee's and his/her supervisor's responsibility to plan and/or complete the required training by the established deadlines. Courses offered outside the department may sometimes be used to satisfy this requirement. If an employee wishes to use external sources to meet this requirement, the employee should submit supporting material, prior to enrolling, to the HR Division. The HR Division, in consultation with subject matter experts, will then determine whether or not the external training meets the guidelines identified for required training. Once a course has been approved as meeting the requirement, it will be listed in the LMS for use by other employees.

3. WorkLife Training

The WorkLife Center is a program designed to provide employees work time to access resources to help balance their work and family obligations by making information about community resources and employee benefits easily available. Full-time employees are allowed up to 24 hours of work time per calendar year to utilize WorkLife resources. This is in addition to training required for an employee's job and training expectations specified by his/her supervisor. Permanent part-time employees, co-op students, and seasonal employees may utilize WorkLife resources. The maximum number of hours allowed is pro-rated based on the average number of hours the employee works as outlined in the table below:

<u>Average Hours Per Pay Period During Calendar Year</u>	<u>Maximum Hours Available To Access WorkLife Resources</u>
40.0 – 59.75	12 hours per year
60.0 – 79.75	18 hours per year
80.0 or higher	24 hours per year

4. On-line/Computer-Based Training (CBT)

The department may provide opportunities for employees to satisfy training needs through the use of on-line or CBT. Employees are responsible for following the criteria regarding attendance, standard rules of conduct, and working hours as outlined in this and other relevant policies. Participation in department-provided CBT must be approved by an employee's supervisor prior to enrolling. External CBT must be evaluated and approved by the HR Division prior to enrolling. Approvals will be based upon recommendations and evaluations from subject matter experts.

5. Training Records and the Learning Management System (LMS)

The HR Division will administer the statewide LMS and:

- A. Provide access to district/division/office system administrators.
- B. Assign all course codes.
- C. Input and maintain employee records for courses trained by the HR Division.
- D. Track the number and type of external courses taken for future consideration of course development.

The designated system administrator in the appropriate training unit will be responsible for inputting and maintaining attendance records for all classes provided by them or their work units.

The LMS Course Catalog lists courses that may be contained in or added to development plans tailored to each employee's job title codes/families. Among the courses defined within an employee's development plan are courses the employee should complete. These courses have classes offered at specific times and places.

To receive credit, it is expected that employees:

- A. Have their supervisor's approval prior to enrolling or attending a class or completing CBT.

- B. Meet all course requirements.
- C. Attend the full period for classes.
- D. Complete all assignments to receive credit for course completion.

Employees will have access to their LMS transcript that includes the development plan listing, their courses, and status information. This information can be used with performance management as a development tool. The LMS may not be readily available to some employees. In these instances, employees should contact their local HR representative for assistance in providing them an alternate means of accessing the system.

6. Certifications and Contact Hours

Training hours will be tracked in the LMS. Individual professional certification boards have approval authority for what hours (continuing education units, professional development hours, contact hours) they accept for certification. Ultimately it is the employee's responsibility to follow through and submit his/her specific documentation supporting his/her professional development. The LMS will provide a transcript of all classes enrolled in or completed which may be helpful to meet professional registration or other requirements.

7. Request for Training or Authorization to Purchase Training

If a manager perceives that a need exists beyond what is offered in the LMS Course Catalog, they should consult with the HR Division to determine whether training is the appropriate intervention to fill the need. This does not include seminars or conferences attended by individual employees at the request of or permission by their supervisor.

The HR Division will work with relevant district engineers or division leaders/state engineers and subject matter experts to determine whether external training is the appropriate solution and how best to provide the training, as well as to determine if repayment provisions will apply.

If the evaluation of training needs indicates that training will benefit MoDOT (regionally or statewide), the appropriate training unit will consult with the HR Division to provide an implementation plan which may include use or modification of an existing course, development of a new internal course, or purchase of a course from an outside vendor. Training requests will be implemented as resources and priorities allow. Credit for training completed at other agencies (state or non-state) that is comparable to MoDOT's courses will be reviewed on a case-by-case basis by the appropriate training unit (HR, CADD, etc., in consultation with subject matter experts). If approved, the approving authority will designate the information that will be entered into LMS for record keeping purposes.

8. Reimbursement

It is the department's intent to provide and reimburse employee renewal fees, registrations, membership fees, and course fees as outlined in Personnel Policy 6502, "Professional, Technical, and Membership Reimbursement." Furthermore, expenses including travel, hotel, and meals, will be reimbursed according to the Financial Management Systems Policy 04-01.02, "Expense Accounts."

9. Repayment

- A. In cases where attending external training/conference/seminar has been approved and represents a considerable expenditure (generally costing over \$1,000 per employee), it is required that a P-26, External Training Repayment Agreement Form (see “Forms” section of policy) be signed by the employee, his/her supervisor, and local HR representative prior to taking/enrolling in the training/conference/seminar. The employee’s repayment includes any costs associated with taking the training/conference/seminar, excluding any lodging/meal/travel expenses. In cases where lodging/meals/travel expenses are not distinguishable or separate from training/conference/seminar expenses, then lodging/meals/travel expenses may be considered eligible for repayment.
- B. If an employee fails to sign the form, he/she is responsible for paying all of his/her costs associated with the training/conference/seminar. Additionally, if the training/conference/seminar is required and the employee fails to complete the training/conference/seminar within a specified period of time as defined by their immediate supervisor, disciplinary action up to and including termination may occur.
- C. By signing the agreement, the employee agrees to repay the department 100 percent of the costs identified on the P-26, “External Training Repayment Agreement Form”, should his/her employment be terminated for any reason, voluntarily or involuntarily, within twelve (12) months of the date of attending/completing the training/conference/seminar.
- D. The repayment amount must be reimbursed within 30 days of the effective termination date of employment.
- E. The employee, upon being notified that he/she owes money to the department under this policy, will be allowed a review period of no more than two business days to contest any or all of the repayment expense amounts owed. The department will provide the employee with documentation that supports the repayment expense amounts owed by the employee to the department under this policy. The employee’s review period of two business days will begin when the department provides the employee with the documentation.
- F. An employee can elect to make a personal payment to repay all or a portion of the repayment amount owed instead of having money withheld from his/her remaining paychecks and/or remaining annual or compensatory leave balance. However, if the employee requests to pay by personal payment, the payment must be made by the end of the “review period”. If personal payment is not for the full repayment amount owed, then the remaining amount owed will be withheld from remaining paychecks and/or remaining annual or compensatory leave balances.
- G. If the full repayment is still not recovered by means of salary withholding and/or remaining leave balances withholding, the department may establish a payment plan with the employee for the remaining amount.
- H. If a payment plan is not entered into, or if an employee fails to comply with the established terms and conditions of the payment plan, the department may elect to pursue any or all lawful means to collect this repayment owed to the department.
- I. The immediate supervisor, upon being notified of a voluntary or involuntary termination, should immediately notify the local HR or support services representative to determine if repayment provisions apply.

J. Any expenses inadvertently reimbursed to an employee in excess of the stated amounts allowed under this policy, unless otherwise previously authorized, may also be recovered from the employee by the department under the procedures outlined herein.

K. The Controller's Division will coordinate and handle the collection of employee repayment on behalf of the department.

10. Training and Working Hours

The department adheres to the guidelines stated in Personnel Policy 3000, "Working Hours and Overtime," as it applies to time spent completing training and its requirements. Although training classes facilitated internally or externally should have set schedules as to when they will begin and end, the department recognizes that some classes may exceed the scheduled time or finish early. It is the responsibility of the employee to obtain his/her supervisor's approval for attendance and the time spent completing training and training assignments.

11. Attendance and Course Completion

Employees must obtain their supervisor's approval prior to enrolling in and attending any class. Supervisors are required to either approve or disapprove an employee's enrollment in training. Supervisors may approve attendance for courses that are not designated as available for a position if the supervisor believes the training would be of benefit to the employee's development. The supervisor should contact their administrator to have such a course added to the employee's development plan. Furthermore, time, expenses, etc. should be approved prior to attendance.

Supervisors who fail to provide reasonable opportunities for their employees to complete required training within the specified timeframes may be subject to disciplinary action. Failure of employees to complete the required courses and the failure of supervisors to ensure that their employees complete required training should be considered in determination of their performance rating and could lead to disciplinary action if not corrected. In cases where employees fail to take a required training within a specified period of time due to their refusal to sign a repayment agreement form, the supervisor shall not be subject to disciplinary action.

12. Class Cancellation

Class cancellation shall be at the discretion of the appropriate training units for Central Office and district engineers for the district classes.

CROSS REFERENCES

Personnel Policy 3000, "Working Hours and Overtime"

Personnel Policy 6502, "Professional, Technical, and Membership Reimbursement"

Financial Policies and Procedures "Expense and Reimbursement Policies" (http://financialpp.gh.modot.local/index.php/Category:Expenses_and_Reimbursements)

FORM

Form P-26, External Training Repayment Agreement Form

(<http://wwwi/intranet/hr/documents/P-26RepaymentAgreementForm.docx>)

Retrieved from "http://hr.modot.mo.gov/index.php/Policy_6505"
