Policy 6505

From Human Resources

Revision as of 19:44, 14 July 2014 by Uballr1 (Talk | contribs)
(diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Employee Training **Policy Number**: 6505 **Chapter Title**: Training and Professional Development **Effective Date**: July 16, 2013 **Supersedes Policy Number**: 6505 **Dated**: September 15, 2010
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

Contents

- 1 POLICY STATEMENT
- 2 DEFINITIONS
- 3 PROVISIONS / REQUIREMENTS
- 4 CROSS REFERENCE
- 5 PROCEDURE
- 6 FORMS

POLICY STATEMENT

The department intends for all employees to receive the necessary training to perform their jobs and/or prepare them for assuming increased responsibilities. This policy provides guidance for employee training and development in order to maintain 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

Class: A specific training event where participants receive knowledge and development opportunities.

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

Course: Training information delivered during a class.

Development Plan: A list of courses found within the Learning Management System that an employee is expected to complete. The plan may be determined by job function and/or the supervisor.

Internal Training: Any training facilitated/provided through the department's internal resources.

External Training: Any training facilitated/provided by an external vendor.

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 (including on-line); and view their training records.

Management Training: Classes or courses and development plans for supervisory job title codes/families.

On-line/Computer-Based Training (CBT): A class completed by using a computer and/or phone or video conference.

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. Classes are available to all employees (supervisory and/or non-supervisory) to increase their productivity and effectiveness. Classes can be required as a development opportunity by an employee's supervisor. Classes that are required by an employee's supervisor are to be added to the

employee's development plan. Employees must obtain their supervisor's approval prior to enrolling in any class.

These classes may satisfy the additional 16 hours of continuing education for managers/supervisors that are required per fiscal year. The HR Division will determine whether a class will qualify, based upon recommendations and evaluations from subject matter experts and the Office of Administration Center For Management and Professional Development.

2. Employees entering into or who are currently in a supervisory position are required to complete a minimum of 40 hours of management 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.

3. The Work-Life Center is a program designed to provide employees work time to access resources to help balance their work and family obligations by making community resources and employee benefits easily available. Full-time employees are allowed up to 24 hours of work time per calendar year to utilize Work-Life resources. This is in addition to training required for an employee's job titles and training expectations specified by their supervisor. Permanent part-time employees, and seasonal employees may utilize up to 12 Work-Life hours per calendar 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 CBT must be approved by an employee's supervisor prior to enrolling.

5. Training Records and the Learning Management System

The HR Division – Employee Development (HRED) will administer the statewide LMS. See Procedure 6505, "Employee Training," for additional information.

The LMS Course Catalog lists classes that may be contained in or added to development plans tailored to each employee's job title code/family. Among the classes defined within an employee's development plan are the ones the employee must complete.

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 or courses.

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 classes, and status information. This information can be used with performance management as a development tool.

6. Certifications and Contact Hours

Training contact hours will be tracked in the LMS. Individual professional certification boards have approval authority for the hours (continuing education units, professional development hours, and 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 can 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 External Training

If a supervisor/manager perceives that a training need cannot be met by any available internal training, they should consult with Human Resources Employee Development (HRED) to determine whether external training is available that can meet the training 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 the appropriate 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 district/division 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 will be reviewed on a case-by-case basis by the appropriate district/division. If approved, the approving authority will designate the information that will be entered into LMS for record keeping purposes.

8. Repayment

A. In cases where attending an 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. See Procedure 6505, "Employee Training" for additional information.

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. 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.

F. Financial Services Division-Controller's Office will coordinate and handle the collection of employee repayment on behalf of the department. See Procedure 6505, "Employee Training," for additional information.

9. 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 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.

10. Attendance and Course Completion

Employees must obtain their supervisor's approval prior to enrolling in and attending any class/course. A supervisor may approve attendance for classes that are not designated as available for the employee's current position if the supervisor believes the training would be of benefit to the employee's development. The supervisor should contact their administrator to have the class 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 classes or courses and the failure of supervisors to ensure that their employees complete required training should be considered when determining their performance rating and could lead to disciplinary action. 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.

CROSS REFERENCE

Personnel Policy 3000, “Working Hours and Overtime”

PROCEDURE

Procedure 6505, "Employee Training"

FORMS

Request for LMS Record of External Training (http://sharepoint/facilitation/HR/Pages/Forms.aspx)

LMS Course Code Request Form (http://sharepoint/facilitation/HR/Forms/LMS_COURSE_CODE_REQUEST_FORM%2005.07.13.doc)

[* Form P-26, External Training Repayment Agreement Form (http://wwwi/intranet/hr/documents/P-26RepaymentAgreementForm.docx)]

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