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State of Louisiana
Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

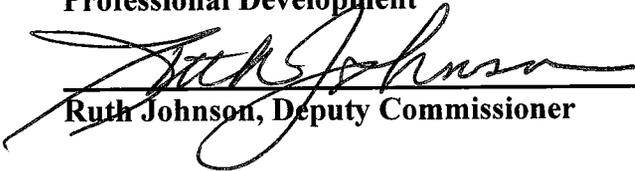
PERSONNEL POLICY NO. 55

EFFECTIVE DATE: January 10, 2003

**REVISED DATE: August 26, 2005; March 22, 2012; July 1, 2012;
July 1, 2014**

**SUBJECT: Minimum Training Requirements and Other
Professional Development**

AUTHORIZATION:


Ruth Johnson, Deputy Commissioner

I. POLICY:

The Division of Administration (DOA) recognizes that well-trained employees are critical to the success of the agency. It is the policy of the DOA to encourage employees to participate in professional development trainings. Those employees who occupy or are appointed to designated supervisory, managerial, or administrative jobs must comply with the minimum training requirements of the Department of State Civil Service (DSCS). Participation in training classes will be allowed to the maximum extent possible without requiring the use of accumulated leave.

II. PURPOSE:

This policy is established to promote professional development and provide employees with the foundation for leadership, decision making, and professionalism necessary to achieve the agency's mission. Further, the policy is intended to ensure that employees are aware of training requirements and available training programs, to set forth the rules governing participation in the training programs and to define the roles and responsibilities for each aspect of training.

III. APPLICABILITY:

This policy is applicable to all employees of the Division of Administration in all sections, both general and ancillary appropriations.

IV. DEFINITIONS:

- **Comprehensive Public Training Program (CPTP)** - A state-funded training program for state employees operated from the Department of State Civil Service (DSCS). Through the CPTP, employees are offered management development training, supervisory training, and general skills classes.
- **OHR Training Coordinator** - The staff member of the OHR who is designated as the liaison between the DOA and the CPTP.
- **Section Training Liaison** - The employee officially designated by the section head to be responsible for managing the training needs and obligations discussed in this policy.

V. TRAINING MANDATES:

Training is mandated by Civil Service Rules, the DOA policy, and certain programs (i.e., driver's safety training, ethics, etc.).

A. MINIMUM SUPERVISORY TRAINING MANDATED BY THE DSCS FOR CLASSIFIED EMPLOYEES

1. MINIMUM TRAINING REQUIRMENTS, EFFECTIVE JANUARY 1, 2012

Employees who occupy or who are appointed to positions in Supervisory Groups 1, 2, and 3 must successfully complete a group of CPTP training classes. A listing of job titles and supervisory groups may be obtained from the link below under "*Supervisory Group Jobs*":

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/Default.aspx>

The minimum training requirements for Supervisory Group 1 will consist of a blended-learning approach by combining on-line classes with instructor-led training. On-line classes are accessible to all state employees through the Louisiana Employees Online (LEO) system. Prior to taking the instructor-led training, employees will be required to complete the five new on-line courses and demonstrate their mastery of the subject matter by passing the on-line course assessments. The courses for Supervisory Group 1 will be covered by five on-line courses (web-based) and an instructor-facilitated workshop. A list of courses for Supervisory Groups 1, 2, and 3 may be obtained from the link below under "*Training Requirements for Supervisory Groups 1, 2, & 3*":

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/SupervisorTrainingReqs.aspx>

2. TIME PERIOD FOR MEETING TRAINING REQUIREMENTS

- a. Group 1 supervisors who have already completed their Minimum Training Requirements prior to January 1, 2012 will NOT be required to complete any of the new courses. However, employees may access the on-line courses at any time they wish to review the topics covered.
- b. Group 1 supervisors who have partially completed their training requirements by December 31, 2011 will be subject to the following requirements: Those who have taken all but the PPR class by 12/31/11 will be considered complete. All others will be required to take the on-line classes for any topics they have not yet covered and the Supervisor Capstone Workshop by December 31, 2014. Since the on-line courses are pre-requisite for the Workshop, supervisors will be required to demonstrate their mastery of subjects they have previously covered by taking the course assessments for all five courses and completing them with a passing score.
- c. New Group 1 supervisors will have three years to complete all five of the on-line courses, pass the on-line assessments and take the Supervisor Capstone Workshop.
- d. Groups 2 and 3 supervisors training due dates remain the same. However, if Group 1 classes were not completed by December 31, 2011, the due dates were extended as indicated above.

3. EXCEPTIONS AND SUBSTITUTIONS TO TRAINING REQUIREMENTS

Employees who have earned the Certificate in Supervisory Techniques (CST) shall be considered as having met all Civil Service mandated training requirements for Supervisory Group 1 and Supervisory Group 2. Employees who have earned the Certified Public Manager (CPM) designation shall be considered as having met the Civil Service mandated training requirements for all three Supervisory Groups.

Some employees have been awarded certifications or have previously taken training courses, seminars, etc. (hereinafter referred to as courses) which covered topics closely related to those required in this policy. In some situations, those may be substituted for courses required in the policy. In order to request a substitution, the employee will be responsible for presenting documentation to his section's training liaison. The section's training liaison will forward the documentation to the DSCS Workforce Development Division who will make the final decision regarding the substitution.

4. **PERFORMANCE EVALUATION SYSTEM (PES) SUPERVISORY TRAINING MANDATED BY DSCS**

The PES Basics, PES Planning Process, and PES Evaluation Process trainings are offered on-line through LEO under “My Training” – Comprehensive Public Training Program” – “CPTP All Courses”. All supervisors must complete all three courses within 90 days of being hired into a supervisory position.

B. TRAINING MANDATED BY THE DOA FOR ALL CLASSIFIED AND UNCLASSIFIED EMPLOYEES

- **Ethics Training**: Employees must complete one hour of ethics training each calendar year. This training is offered on-line through LEO under “My Training” - “Statewide Courses” - “LA Ethics Administration” - “Ethics - LA Code of Governmental Ethics”.
- **Safety Training**: Employees are required to complete safety training quarterly. The training information is either emailed or distributed to employees by their section’s training liaison. Employees must confirm that they have received and read the appropriate training documentation to receive credit for the training.
- **Blood Borne Pathogens**: Employees are required to complete the blood borne pathogens training upon hire. High risk employees must complete the training once a year thereafter and low risk employees every five years thereafter. The course is offered on-line through LEO under “My Training” - “Statewide Courses” - “Office of Risk Management”.
- **Defensive Driving**: Employees are required to complete the defensive driving training upon hire and once every three years thereafter. The course is offered on-line through LEO under “My Training” - “Statewide Courses” - “Office of Risk Management”.
- **Preventing Sexual Harassment**: Employees are required to complete the preventing sexual harassment training upon hire and once a year thereafter. The course is offered on-line through LEO under “My Training” - “Comprehensive Public Training Program” - “CPTP All Courses”.

C. OTHER DOA TRAINING OFFERED TO CLASSIFIED AND UNCLASSIFIED EMPLOYEES

Employees and managers are expected to participate in trainings specific to their roles and job responsibilities. Section heads and supervisors may recommend training courses to their

employees. Training may be included in the employee's *Work and Behavior Expectations* section of his performance evaluation. Some of these training may include courses offered through:

- **The Office of Information Services (OIS)**: The OIS offers training for all ISIS applications. These courses are offered on-line through LEO under "My Training" - "Statewide Courses" - "ISIS Courses".
- **The Office of Human Resources (OHR)**: The OHR offers training on various topics including Family and Medical Leave (FMLA), Americans with Disabilities Act (ADA), Personnel Liaison Training, Discipline/Grievances, etc. These courses are normally requested by the section head and are conducted by OHR representatives.

VI. PROCEDURES:

For CPTP mandated training, the OHR Training Coordinator will share with section training liaisons as requested, available information regarding which employees are covered in Supervisory Groups 1, 2, and 3, as well as which courses are required for those employees.

For DOA mandated training, section heads, through supervisors, will inform employees of the courses and the time frame in which the courses must be completed.

Employees must make a sincere effort to self-enroll through LEO - My Training or as directed by the section's training liaison for classes which are mandated. Employees are encouraged to "pre-book" mandatory and instructor-led courses well in advance. Employees should notify their section's training liaison when they have self-enrolled in a class or if they encounter a problem when trying to self-enroll in a class. If the need arises, the section's training liaison should contact the OHR Training Coordinator for assistance in resolving self-enrollment problems.

If an employee attempts to register for a class but is placed on a waiting list due to the class being full, he must notify the section's training liaison immediately. If a cancellation occurs for that particular class, the section's training liaison will notify the employee as soon as possible so that arrangements could be made to re-register for that class.

Employees must make every effort to attend instructor-led classes for which they are registered. In the event that an employee cannot attend a class, he should cancel the class through LEO and notify the section's training liaison immediately to allow for substitutions.

If the employee encounters a problem when cancelling the class, the section's training liaison must notify the OHR Training Coordinator to request that the class be cancelled and give the reason for the cancellation.

Employees should keep records of their attempts to register for classes as well as details of the situation which kept them from attending those classes for which they were registered.

Classified and unclassified employees are encouraged to enroll in training courses that are not mandated but have relevance to their jobs.

During the performance evaluation planning session for applicable employees, the supervisor will include the completion of required training courses in the appropriate section. In the rating process, the supervisor will rate performance based on the employee's attempts to register and actual completion of the required courses.

The OHR Training Coordinator will notify the appropriate individuals of expiration dates for mandatory trainings within 90, 60, and 30 day intervals. The notifications will be forwarded in the following manner:

- Within 90 days of expiration - The employee and the section's training liaison will be notified via email.
- Within 60 days of expiration - The employee, his immediate supervisor, section head, and the section's training liaison will be notified via email.
- Within 30 days of expiration - The employee, his immediate supervisor, section head, Director of OHR, Commissioner of Administration, and the section's training liaison will be notified via email.
- After the expiration date - The Commissioner of Administration, section head, and the Director of OHR will be notified via email.

VII. RESPONSIBILITIES:

Deputy/Assistant Commissioners and equivalent are responsible for:

Holding section heads under his supervision accountable for adhering to all aspects of this policy.

Following up with section heads on minimum training expiration notifications.

Section Heads are responsible for:

Ensuring that each employee under his supervision, including supervisory and management personnel, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he must abide by the terms of the policy, and
- Is informed of the consequences of any violations of this policy.

Appointing an individual to serve as the section's training liaison, notifying the Office of Human Resources of the appointment, and ensuring that the section's training liaison has the information and authority necessary to fulfill the responsibilities assigned.

Ensuring that all employees are informed of mandated trainings and have knowledge of other trainings that are relevant to their jobs.

Recommending job related training courses to his employees.

Ensuring that all employees are allowed to participate in training programs offered in a fair and non-discriminatory manner.

Ensuring that employees attend scheduled training classes whenever feasible.

Ensuring that employees are informed of their obligation to report to the section's training liaison when they are unable to attend a scheduled class.

Providing informal discussions of complaints related to training in an effort to resolve problems prior to the filing of a formal grievance. Maintaining records of the proceedings in any complaint or grievance.

Ensuring that the section's training liaison is informed of his responsibilities and given the authority to perform the assigned duties.

Establishing the required training approval process for his section and communicating the process with the section's training liaison and all other employees.

Following up with supervisors on their employees' minimum training expiration notifications.

Supervisors are responsible for:

Complying with this policy in any manner as instructed by the section head.

Ensuring that employees begin the minimum training requirements mandated by the DSCS within two months of hiring, reallocating, or promoting into positions in job titles assigned to Supervisory Groups 1, 2, and 3.

Ensuring that employees complete the DOA mandated trainings in the designated time-frame.

Recommending job related training courses to his employees.

Ensuring that employees are granted reasonable periods of time to attend training, and that training time is made uniformly available to all affected employees. Failure to make time available uniformly to all affected employees will be considered a violation of Civil Service Rules.

Following up with employees on minimum training expiration notifications.

Employees are responsible for:

Registering and completing appropriate trainings on-line through LEO.

Obtaining the appropriate approvals from supervisors, managers, and the section head for training requests.

Attending training classes as scheduled.

Notifying the section's training liaison as soon as it is known that attendance at a scheduled class is not possible to allow for substitutions.

Making every effort to cancel a training class through LEO.

Monitoring their own progress in training compliance and notifying their supervisor of inability to comply.

Taking the appropriate actions to complete minimum trainings prior to and after receiving expiration notifications.

OHR Training Coordinator is responsible for:

Making training requirements known to employees through the section's training liaisons.

Distributing through the section's training liaisons, information regarding any action that affects training requirements.

Assisting the section's training liaisons and employees with training requests, cancellations, problems, etc., as needed.

Notifying employees and any other appropriate individuals on minimum training expiration dates.

Section Training Liaison is responsible for:

Complying with this policy in any fashion as instructed by the section head.

Contacting the OHR Training Coordinator on behalf of the section and the employees.

Forwarding all pertinent training information to section employees.

Notifying the OHR Training Coordinator as soon as possible, prior to the date of scheduled training, when an employee cannot attend the scheduled training and is unable to cancel his participation through LEO.

Notifying employees that are on a waiting list of available classes, once a cancellation is made.

Notifying the OHR Training Coordinator in advance of who will serve as the back-up section training liaison, if he is going to be out of the office for any significant period of time.

Following up with employees within their section on minimum training expiration notifications.

VIII. VIOLATIONS:

Failure to meet training requirements within the specified time may result in disciplinary action, up to and including termination.

IX. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

IX. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented, and submitted to the Appointing Authority for consideration.