

## **19-716 STAFF DEVELOPMENT AND TRAINING**

### **SCOPE AND PURPOSE**

This Regulation governs staff development and training programs for agencies but does not affect sabbatical leave for academic personnel.

### **19-716.01 STATEMENTS OF POLICY**

- A. An agency may sponsor training for employees to improve or secure those skills necessary for the efficient and effective operations of the agency and to ensure uniformity in the administration of staff development and training programs throughout the State service.
- B. The agency head or his designee shall be responsible for the administration of staff development and training within the agency.

### **19-716.02 EDUCATIONAL LEAVE**

An employee is encouraged to schedule classes during off-duty hours, whenever possible. When a class cannot be scheduled during off-duty hours, the agency may adjust the employee's work schedule, if doing so will not interfere with normal efficient operations of the agency. When a class cannot be scheduled during off-duty hours, and the agency cannot feasibly adjust the work schedule of an employee, an employee may be allowed to take annual leave or be granted leave without pay in order to attend classes.

### **19-716.03 REQUIRED COURSES**

An agency may require an employee to take a specific course that will help improve the employee's performance in the present position or acquire skills necessary to perform additional job duties to meet agency needs. If required, the agency will then pay all costs of the course, including tuition, fees, books, and examinations. An agency shall not pay for courses required to attain nor to maintain a professional license unless related to the performance of the employee's job duties. Attendance at required courses may constitute work time.

### **19-716.04 TUITION ASSISTANCE**

- A. Agencies may provide tuition assistance to employees based on the guidelines recommended by the Office of Human Resources (OHR) and approved by the Budget and Control Board.
- B. When staff development and training needs cannot be accomplished within the Tuition Assistance Guidelines, the agency may submit a proposal to the Budget and Control Board for approval.

## State Human Resources Regulations

1. Approval of the proposal by the Budget and Control Board must precede the selection of employees for training. Each proposal shall include the following information:
  - a. Program justification based on agency needs;
  - b. Description of the courses;
  - c. All classes and the number of positions in each class in the requested program;
  - d. Fiscal year cost estimates for participation in the requested program; and
  - e. A service commitment and payback agreement.
2. Except as provided above, any other forms of educational assistance for employees or non-employees may not be given by agencies unless authorized by statute or by the Budget and Control Board.