

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.04.010	PAGE 1 of 5
	EFFECTIVE DATE March 27, 2013	
SUBJECT Training		SUPERSEDES 08.04.010
		DATED August 20, 1999
CHAPTER Administration	SECTION Workforce Excellence	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing guidelines for employee participation in training and assign responsibility for reporting training and developing individualized training plans within Statewide Training and Reporting System (STARS) <http://web.dot.state.ak.us/admsvc/stars/index.shtml>

POLICY

Training is intended to serve as a management tool for employee professional development and to advance public service.

Training is defined as university, trade, craft or skills courses, seminars, webinars, workshops, and the educational portion of professional conferences. Questions over training definitions will be resolved by the section chief or their designee.

To the extent practicable, available training resources will be allocated in accordance with the following priorities:

- Improve employee performance related to essential job functions, including training to handle emergencies
- Enhance employee job-related skills
- Develop career-related skills required for higher level/specialized positions
- Retrain employees for other state jobs for employees facing layoffs
- Intern and apprenticeship training programs

PROCEDURE

Eligibility

All employees are eligible to participate in the training program. The approval, participation and/or selection in training and education reimbursement programs will be without regard to the status of protected classes of citizens and in accordance with federal and state law.

Determination of Need

Employees and their supervisors will work under the direction of their section chief to develop annual training plans and determine if the selected training is mandatory or non-mandatory.

Mandatory Training Procedures

Training directly linked to the individual's ability to successfully perform the essential functions of his/her current position is considered mandatory training.

Employees are not required to sign a reimbursement agreement when attendance is mandatory. If a question arises as to whether training is mandatory, the determination will be made by the section chief.

Mandatory training should be taken on state time or arrangements made for appropriate employee reimbursement.

Tuition is limited to \$3,000 annually (fiscal year) per employee, not including travel and per diem, for mandatory training. The section chief will approve mandatory training, and beyond \$3,000 requires approval by deputy commissioners, division/regional directors, or system directors/managers. Approvals shall be based on funding availability.

Exception: Training specific to staff belonging to Anchorage International Airport or Fairbanks International Airport require a reimbursement agreement if the total training cost is in excess of \$1,000.

Non-Mandatory Training Procedures

Training not directly linked to essential job functions is considered non-mandatory and is further defined as job-related or career-related:

Job-related: Training that is directly focused on improving the employee's skills and abilities related to their current position.

The department may pay up to 100 percent of the expenses associated with training that is specifically job-related.

Career-related: Training focused on the skills and abilities required for positions of greater responsibility and not necessarily of the current position.

The department may pay up to 50 percent of the expenses associated with training that is specifically career-related.

Non-mandatory training is eligible to occur on state time up to a maximum of 75 hours (10 working days). For training exceeding more than 10 working days, the section chief may approve up to 75 hours per year of annual/personal leave, or usage of accumulated flex credits from an approved flex time plan as allowed in collective bargaining agreements. Requests beyond 75 hours must be approved by the deputy commissioners, division/regional directors, or system directors/managers.

Tuition is limited to \$1,000 annually (fiscal year) per employee, not including travel and per diem, for non-mandatory training. The section chief will approve non-mandatory training, and beyond \$1000 requires approval by deputy commissioners, division/regional directors, or system directors/managers. Approvals shall be based on funding availability.

Reimbursement Agreements

Only required for non-mandatory career-related training.

Employees are required to sign a training reimbursement agreement for non-mandatory career-related training if the educational expenses exceed \$500 per fiscal year. A reimbursement agreement is not required for non-mandatory job-related training.

Only tuition and course fees directly related to course or training delivery are eligible for reimbursement. Course materials for non-mandatory training are not eligible for reimbursement.

In general non-reimbursable fees include: travel, athletic fees, health insurance, parking decal, student health or counseling center, student recreation center, student sustainability, student technology, transportation, university network, and student association fees. Travel fees may be reimbursable in some instances, upon approval by the section chief, for non-mandatory job-related training.

The agreement states the employee agrees to reimburse the department if the employee leaves state service as a result of their own action:

- 100% if termination occurs before completing 6 months
- 50% if termination occurs after 6 months or before 12 months
- 0% if termination occurs after 12 months

It is also agreed the employee will be responsible to reimburse the department in case of failure to pass or attend the training for any reason within their control and if the department is unable to obtain a refund.

The section chief may approve pre-payment of non-mandatory training if funding is available.

Reimbursement for approved training events will occur upon successful completion and presentation of a certificate of completion/attendance or transcript showing a grade of C or higher whichever is applicable.

Employees who are involuntarily terminated due to budgetary considerations (lay-off) shall not be required to reimburse the department. If the employee receives notification of lay-off and the training event has not begun, the training agreement shall be considered null and void.

Training Request

All training requires a training request form. Completed forms will be recorded using the self-reported training function in STARS or recorded by the employee's support services.

Individual Training Plan

Training plans shall be included as part of the performance evaluation, reviewed annually, and recorded in STARS. Plans will identify both mandatory and non-mandatory training. All completed training will be recorded in STARS using the self-reported training function or recorded by the employee's support services. For additional details, refer to the STARS home page.

Tracking of Employee Training

The immediate supervisor or designated administrator will be responsible for ensuring that training does not exceed the annual dollar limits for mandatory, job-related, and career-related training and that the reimbursement agreement is enforced.

Training occurring on state time or delivered with state resources is required to be tracked in a training management system such as T2 or STARS as applicable.

ATTACHMENT:

Training Request and Reimbursement Agreement Form

AUTHORITY

AS 39.25.050(3)
AS 39.25.150(25)
02 AAC 007 0300-0310

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, division/regional directors, or system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website