



DEPARTMENT OF PERSONNEL ADMINISTRATION  
PROPOSED RULE AMENDMENT AND ADOPTION

Amendment of Existing Rules

599.817 Definitions.

(a) Training. Training is the process whereby State employees, either individually or in groups, participate in a formalized program of instruction (with lesson plan, instructor, or instructional device) to acquire skills and knowledge for their current or future job performance.

(b) Training categories are as follows:

(1) Job-Required. Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary by new assignments or new technology, refresher training for the maintenance of ongoing programs, safety training, and training mandated by law or other State authority.

(2) Job-Related. Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment.

(3) Upward Mobility. Upward mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility per Government Code Section 19400, et.al.

(4) Career Related. Career-related training is designed to assist in the development of career potential and is intended to help provide an opportunity for self-development while also assisting in the achievement of a department's or the State's mission. Career-related training may be unrelated to a current job assignment.

(c) Training Types and Sources. The following definitions apply to the types and sources of training:

(1) "In-service training" is sponsored and administered by the State for employees of the State, wherein the State maintains a high degree of control over course content. Such training includes courses or activities:

(A) Designed and administered by State departments individually or in joint agreement;

(B) Offered by the Department of Personnel Administration;

(C) Designed or contracted exclusively for the State through private consultants or firms, *Regional Training Centers*, accredited colleges or universities, or other non-State agencies.

(2) "Out-service training" is sponsored by a non-State agency, is open to the public as well as persons employed by the State; and sponsoring agencies, rather than the State, maintain control over the course content. Such training includes courses ~~of~~ or activities:

(A) Offered through accredited colleges or universities;

~~(B) Offered by the Regional Training Centers~~

~~(C)~~ (B) Conducted by private consultants or firms or other non-State agencies.

(d) Individual Development Plan. An Individual Development Plan is any written plan describing formal training or development programs in which the employee intends to participate and which is approved by the employee's supervisor.

NOTE: Authority cited: Sections 19815.4(d) and 19995.1, Government Code.  
Reference: Sections 19404(c), 19995 and 19995.1, Government Code.

599.818. Training Policy.

(a) To ensure equitable treatment of employees, the appointing power shall establish a training policy, which shall include all categories of training as defined in Section 599.817(b).

(1) The policy shall indicate the appointing power's intention to sponsor employee training activities that:

- (A) Promote efficiency and a quality level of service to the public.
- (B) Improve job skills, knowledge and abilities.
- (C) Encourage and facilitate upward Mobility.

(2) The policy shall specify the amount of payment and release time allowed for training, except ~~that~~ as provided for in Section 599.823.

~~(A) For job required training, the appointing power will make full payment for tuition and other necessary expenses including the allocation of time with pay.~~

~~(B) For full time out-service training of more than 60 days, the employee shall agree in writing to reimburse the State for tuition and other expenses paid by the State if, after completion of the training assignment, the employee does not continue employment in State service for a period of six months or twice the period of training, whichever is greater. Such reimbursement shall be made within two years after separation from State service and shall be for an amount proportionate to the specified period of service not completed.~~

(b) Training policies may be reviewed by the Department.

NOTE: Authority cited: Sections 19815.4(d) and 19995.1, Government Code.  
Reference: Sections 19995 and 19995.1, Government Code.

Adoption of New Rule

599.823. Reimbursement for Out-Service Training Expenses.

(a) An employee may be reimbursed for tuition or other necessary expenses only if a formal training request has been approved by the appointing power prior to enrollment.

(b) In assigning individuals to attend out-service training, the appointing power shall establish policies regarding reimbursement for training expenses. Such policies must provide for the following:

(1) When participation is identified by the appointing power as job-required, full reimbursement shall be provided for tuition of and other necessary expenses, including the allocation of time with pay, and the adjustment of work hours.

(2) When participation is identified by the appointing power as job-related, full reimbursement may be provided for tuition of and other necessary expenses, including the allocation of time with pay, and the adjustment of work hours.

(3) When an employee participates in career-related or upward mobility training, with the approval of the appointing power, reimbursement shall may be for tuition, fees, books and supplies only. Reimbursement for travel and per diem shall not be allowed. Reimbursement for career-related or upward mobility such training shall may be made only if the following conditions have been met:

(1) The training is included in the employee's approved Individual Development Plan.

(2) The employee has successfully completed all course requirements as specified by the training provider.

(3) (4) For full-time out-service training of more than 60 days, the employee shall agree in writing to reimburse the State for tuition and other expenses paid by the State if, after completion of the training assignment, the employee does not continue employment in State service for a period of six months or twice the period of training, whichever is greater. Such reimbursement shall be made within two years after

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separation from State service and shall be for an amount proportionate to the specified period of service not completed.

(5) If the provisions of this rule are in conflict with specific training reimbursement provisions contained in a memorandum of understanding, the memorandum of understanding shall be controlling.

NOTE: Authority cited: Sections 19815.4(d) and 19995.1, Government Code.  
Reference: Sections 19404(c), 19995 and 19995.1, Government Code.