

State of California

M E M O R A N D U M

DATE: July 2, 1997

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 97-027

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL MANAGEMENT LIAISONS
DEPARTMENT TRAINING OFFICERS
EMPLOYEE RELATIONS OFFICERS

FROM: Department of Personnel Administration
Training and Continuous Improvement Division

SUBJECT: Amended Training Rules

CONTACT: Susan Coats, Personnel Management Analyst
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On March 28, 1997, the Training and Continuous Improvement Division (TCID) issued PML 97-010, which discussed Proposed Training Rule Changes. TCID received numerous letters, e-mails, faxes and telephone calls from department Training Officers, Employee Relations Officers and union representatives during the comment period, which ended May 5, 1997.

Most of the input involved the elimination of the Upward Mobility Training Category. Specifically, most of departments that expressed concerns about the elimination of this category reimburse training expenses at a higher rate than those paid for career-related training. They feared the proposed rule change would jeopardize this practice. Based on this input, we are reinstating the Upward Mobility Training Category in its entirety since the proposed change is not intended to imply a reduction in benefits.



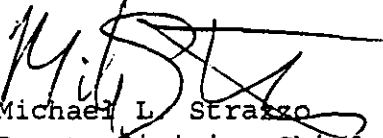
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TCID also received a variety of comments on parts of the Training Rules that had not been changed or modified. Subsequent discussions with those who had comments resulted in TCID confirming that the current language provides departments with optimal flexibility and discretion for administering their training programs and that no further changes are required.

If you have any comments regarding the amendments to the Proposed Training Rules (indicated in bold), please contact Susan Coats at 324-4055, fax 324-4050, or by mail at 1515 S Street, North Building, Suite 105, Sacramento, California 95814. There will be a 15-day review period, which concludes July 25, 1997. The new rules will become effective on July 28, 1997.


Michael L. Strazzo
Deputy Division Chief

Attachments



TRAINING REGULATIONS

599.815. Scope. Purpose.

This article provides the basic structure for a State training program to shall promote a capable, efficient and service-oriented workforce by govern the developing employees' skills and abilities through of effective, and economical quality training programs, consistent with the interest of the public, the State and individuals employed by the State. If the provisions of this article are in conflict with the provisions of 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 19995 and 19995.1, Government Code.

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)(b) Job-Required Training.~~ 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)(c) Job-Related Training.~~ Job-related training is designed to increase job proficiency or efficiency or effectiveness and improve performance above the acceptable level of competency established for a specific job assignment.

~~(3)(d) Upward Mobility Training.~~ Upward Mobility training is designed to provide career movement opportunity for employees within classifications designated as upward mobility per Government Code Sections 19400 and 19401.

~~(4)(e) Career-Related Training.~~ 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.

~~(e) 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 contract exclusively for the State through~~



~~private consultants or firms, 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 or activities:~~

~~(A) Offered through accredited colleges or universities;~~

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

~~(d)(f) 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 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 as provided for in Section 599.823.~~

~~(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.

~~599.819. Training Plan.~~

~~(a) The appointing power shall prepare a training plan to be used in planning and implementing its training program. The training plan shall:~~

~~(1) Identify organizational and individual problems or goals that should be resolved or accomplished through training.~~

~~(2) Identify employee groups to be served by training.~~

~~(3) Estimate costs.~~

~~(b) Training plans may be reviewed by the Department.~~

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



~~599.821. Training Evaluation.~~

- ~~(a) The appointing power shall evaluate training courses to ensure that:~~
- ~~(1) Course content supports course objectives.~~
 - ~~(2) Participants meet the specifications of the group for whom the course was designed.~~
- ~~(b) The appointing power shall evaluate its total training program to ensure that:~~
- ~~(1) Training activities are meeting the needs of the organization and its employees.~~
 - ~~(2) Training resources are effectively utilized and allocated appropriately.~~
- ~~(c) Training courses and programs 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.~~

599.818. Training Policy, Plan and Evaluation

(a) To ensure that training resources are utilized effectively, the appointing power shall establish a training policy, which shall include all categories of training as defined in Section 599.817, and shall specify the amount of payment and release time allowed for training.

(b) The appointing power shall develop an annual training plan which identifies organizational problems and goals that should be resolved or accomplished through training, appropriate training methods to assure program effectiveness and efficiency, and training target populations to be served by training programs. The training plan should also estimate training costs and establish criteria for evaluating training programs.

(c) The appointing power shall evaluate training programs to determine if training activities are meeting the needs of the organization and its employees and training resources are properly allocated. In addition, each specific training program shall be evaluated to ensure that the course content supports the course objectives and that the training is appropriate for the intended purpose.

(d) Training policies, plans and evaluation methods may be reviewed by the Department to provide assistance and guidance to our customers and to resolve conflicts which may occur.

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

~~599.822. Allocation of Resources.~~

~~For the purpose of meeting Government Code Sections 19995 and 19995.1, allocation of training resources shall be governed by the following:~~



- ~~(a) Resources include but are not limited to:~~
~~(1) Staff time~~
~~(2) Employee time~~
~~(3) Budget expenditures.~~
~~(b) Resources are to be allocated in the following priority order. These priorities apply to both in-service and out-service training:~~
~~(1) Job-Required~~
~~(2) Job-Related~~
~~(3) Upward-Mobility~~
~~(4) Career-related.~~

~~599.823-599.819.~~ Reimbursement for Training Expenses.

(a) In assigning individuals to attend 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 and other necessary expenses, including the allocation of time with pay.

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

(3) When an employee participates in career-related or upward mobility training, with the approval of the appointing power, reimbursement may be for tuition, books, and supplies. Reimbursement for travel and per diem shall not be allowed. Reimbursement for such training may be made only if the employee has successfully completed all course requirements as specified by the training provider.

(4) For full-time ~~out-service~~ training of more than 60 days, the appointing power may require the employee to ~~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) 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: Section 19815.4(d) and 19995.1, Government Code. Reference: Sections 19404(c), 19995 and 19995.1, Government Code.



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~~599.824. Conditions and Restrictions. Out Service Training.~~

~~Out-service training must be of direct value to the State, be relevant to the employee's career development in State service, and be limited to providing knowledge or skills that cannot be economically provided through available in-service training.~~

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

