

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES

SUBJECT: PAYROLL/PERSONNEL

CHAPTER TITLE: TRAINING POLICY AND TRAINING REQUEST PROCEDURE

Effective: 07/15/2009

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I. **INTRODUCTION**

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The West Virginia Department of Transportation (DOT) offers its employees the opportunity to upgrade skills and increase knowledge in order to produce a more capable and professional workforce. All employees are encouraged to take advantage of appropriate training and development opportunities within State Government.

II. **SCOPE**

Categories of training will include, but not be limited to, professional development, skill enhancement, and continuing education. This training is normally conducted during the employees' normal work hours. It is not the intent of this Policy to cover routine on-the-job training.

Continuing Education, for the purpose of this Policy, includes training or instruction necessary for employees to become or continue to be certified, registered or recognized in their career field of work. Training not directly provided by the agency may be eligible for reimbursement under the Educational Expense Reimbursement Policy.

III. POLICIES

Effective: 7/15/2009

A. RESPONSIBILITES FOR TRAINING**1. EMPLOYEE RESPONSIBILITY**

Employees should be aware of available training and select training that will increase their knowledge and skills to help them become better employees. When requesting training, the employee must consider the timing and amount of training that s/he has already attended. As a general rule, employees should not request more than three training courses per year unless mandated by their supervisors. The main purpose of training is to provide increased potential. Although there is no set maximum or minimum amounts of time allowed for training each year, supervisors should ensure each employee is allowed a reasonable amount of time for training. All training requests must first be approved by the employee's immediate supervisor and the Division Director or District Engineer/Manager and then submitted to the organization's training coordinator or designee for scheduling. DOH employees may NOT use the on-line registration available for Division of Personnel, Office of Technology's ISC Training, or call the Training and Development Office to schedule training.

2. SUPERVISOR AND MANAGER RESPONSIBILITY

Organization managers and supervisors should examine their own training needs and those of subordinates in order to ensure they have the skills necessary to perform their jobs. When deciding whether to approve employee requested training, managers must balance productivity with the increased productivity potential.

B. ANNUAL TRAINING PLAN

1. During the first calendar quarter of each year, Human Resources Division will solicit input from all organizations detailing anticipated training needs, including costs for the coming fiscal year with a deadline for submission of the proposed training plan. The request will include form for training to be completed and returned to the Human Resources Training and Development office with a signed memo from the Division Director or District Engineer/Manager.
2. Division Directors and District Engineers/Managers will formally request specific training anticipated for their organizations. NOTE: Employee expenses to attend DOH sponsored seminars (Construction, Pre-Construction, Maintenance, etc) are included in the sponsoring organization's budget and must NOT be included in each organization's request. Expenses for meetings are not considered training and must NOT be included or charged to training authorizations. If an organization's training plan is not received by the deadline, it will be assumed that the organization will not be requesting training funds for the fiscal year.
3. The Human Resources Training and Development Office will review the various organizations' training requests and submit the proposed training plan to the Training Review Committee for review and recommendation of funding for the fiscal year. The Committee will approve a maximum monetary amount for each organization in the categories of miscellaneous training, specific requests and DOH conferences. This will provide fiscal responsibility while allowing Managers, Division Directors and District Engineers the flexibility to modify training as necessary for their respective organizations. Out-of-state meetings or AASHTO Conferences will not be included in the training plan.

All requests for out-of-state travel must be sent to the Business Manager for approval. The travel request must be accompanied by a memorandum outlining the benefits expected and whether or not the attendee will be able to disseminate training/information gained to other employees with the same or similar work assignments.

4. Once the annual training plan is approved and authorizations are established, the Division Directors and District Engineers/Managers will have fiscal responsibility and flexibility for their organizations' miscellaneous training funds to substitute training needs not included in their plan.
5. If an organization depletes the miscellaneous training funds, additional training funds may be requested through the appropriate C and H Level to the Business Manager. Final approval will be at the discretion of the Business Manager. (See Section III. C.7)

C. APPROVED TRAINING PLAN AUTHORIZATIONS

1. Human Resources' Training and Development Office will assign training authorization numbers at the beginning of each fiscal year in the amount approved by the Business Manager. Form BF-98 will be prepared by Human Resources Division and forwarded to Finance Division for establishment of each authorization.
2. For Highways, training authorization numbers will be assigned to requesting agencies under the following categories: miscellaneous training, specific requests and DOH Conferences.
3. Training authorizations cover expenses, conference fees and travel. Labor costs will be charged to the organization's overhead account.
4. If hospitality costs are within Purchasing Card dollar limits, the approved Form TMO 3.0 must be retained with your Purchase Card records for auditing purposes.

5. Upon conclusion of all training events, the person coordinating the training event must ensure all invoices with the appropriate approvals are submitted to Finance Division for payment per current procedures. DOH Employee Attendance Sheets (Form AH-01) and Overall Rating Form (Form AH-04) must be sent to Human Resources Training and Development Office in order for the employees to receive credit for the training. Certificates, if provided, will usually be given at the conclusion of the training session.
6. Training authorizations will be closed at the end of each fiscal year. Training authorizations for DOH conferences will be closed within 60 days after the completion of the event. If an extension of time is necessary, contact the Human Resources Training and Development Office.
7. If an organization determines that additional training funds are required, the Division Director or District Engineer/Manager must submit a letter within 30 days of the event justifying their needs through C Level to the Business Manager for final approval. The Business Manager will forward the approved request to the Human Resources Training Department for an increase in funds.

D. DIVISION OF PERSONNEL TRAINING COURSES

1. **Mandatory DOP Supervisor/Manager Continuing Education Courses**
 - a. Per DOP policy, all managers and supervisors must take 12 contact hours of continuing education each calendar year.
 - b. Newly appointed managers and supervisors should consult the organizations' training coordinator within 10 working days of their appointment to enroll in the DOP Supervisor/Manager Training program.

- c. The Human Resources Division Training Officer offers on-site pre-selected courses to fulfill the 12 contact hours of continuing education to managers and supervisors when possible. Managers and supervisors should consult their organizations' training coordinators to be scheduled for these classes.
 - d. Managers and supervisors based in Charleston and the surrounding area may elect to take their 12 elective contact hours from the DOP in Charleston or contact their organizations' training coordinator to schedule courses with the Human Resources Training Officer.
2. **Elective Division of Personnel Training Courses**
- a. Division of Personnel (DOP), Organization and Human Resource Development (OHRD), provides training and development courses covering a wide range of employee topics.
 - b. DOP training class information may be found by contacting the organization's training coordinator, OHRD Program Schedule or on the web at:
<http://www.state.wv.us/admin/personnel/OHRD.htm>
 - c. Employees can NOT use on-line registration for DOP courses and should NOT request to attend more than three DOP courses per year.
 - d. Complete the DOP Program Enrollment Form, obtain immediate supervisor's approval and submit the form to the organization's training coordinator.
 - e. Organization's training coordinator will check for the proper routing of the enrollment form. If the employee's organization supervisor has not approved the form, the training coordinator will return the form to the employee.
 - f. Organization's training coordinator will write the organization's seven-digit code in the upper right hand corner of the form and submit the enrollment form to the DOP registrar. This code will generate organization specific quarterly reports. DOP registrar will return all coded enrollment confirmation letters to the appropriate organization's training coordinator.

- g. The organization's training coordinator is then responsible for mailing enrollment confirmation notices to the employee in a timely manner.
- h. Employees are responsible for notifying the organization's training coordinator of cancellations as soon as possible, no less than three working days prior to the scheduled classes.
- i. If an individual wants to reschedule the class at a later date, notify the organization's training coordinator at the time of cancellation. It is the employee's responsibility to inform their supervisor of the date of the rescheduled class.

E. ELECTIVE TECHNOLOGY LEARNING CENTER COMPUTER TRAINING CLASSES

- 1. Technology Learning Center offers computer training. A training authorization will be established each year to cover employee expenses to attend this training.
- 2. Check the Technology Learning Center's web site: <http://www.wvtlcclasses.com/> for a schedule of classes.
- 3. Once the supervisor approves the employee's request, it is submitted to the organization's training coordinator for processing. The training coordinator will submit the request to the Training and Development Office who will register the employee for training. If the desired class is filled, the employee will be put on a waiting list.
- 4. When the employee is scheduled for a class, their training coordinator will be notified of confirmation.
- 5. The organization's training coordinator is responsible for notifying the employee in a timely manner of the scheduled training classes.
- 6. Employees are responsible for informing the organization's training coordinator of cancellations as soon as possible, no less than three working days prior to the scheduled classes. If an individual wants to reschedule at a later date, inform training coordinator at the time of cancellation.
- 7. The full cost of the class and/or expenses will be billed to the employee's organization when attending unauthorized classes, no shows, or cancellations less than three working days prior to class.

F. TRANSPORTATION TECHNICIAN PROGRAM**1. ELIGIBILITY:**

In order to participate in the Technician Program an employee must be currently classified in the Transportation Engineering Technician Series or a similar technical series. To advance in the Technician Program the technician should take two classes in the HET A.A.S. Degree each fiscal year. Any technician who is enrolled in the HET A.A.S. Degree Program may be allowed to continue to take classes in the Technician Program until they obtain the HET A.A.S. Degree. Any technician, even those with an existing Board approved degree, may take classes in the Technician Program if their supervisor provides written justification that it is in the best interest of the DOH.

2. TIME ALLOWED FOR TRAINING:

All technicians must obtain their supervisors' approval before requesting classes in the HET A.A.S. Degree. There is no set maximum or minimum amounts of time allowed for training each year. However, technicians trying to advance in the Technician Program should be allowed 90 hours of training time during normal work hours to complete six semester hours in the HET A.A.S. Degree per fiscal year. No more than 45 hours should be allowed for each three credit hour course up to a maximum of 90 hours per fiscal year.

Time allowed for this training should be within the normal 40 hour work week and managed by the supervisor so as not to create an overtime situation. Approval from the Human Resources Division may be given for more than the stated six semester hours limit if the supervisor provides written justification and the employee agrees that no further training time will be granted for any additional classes. All training time should be coded as activity 009 in order for supervisors to be able to track the amount of time spent in training. Technicians will charge any time spent in training to their organization's overhead account. Example: COTH004; Org. No. ____; Act. Code 009; as N (non-participating). All time charged to training is subject to in-house audits to ensure that all policies and procedures are being followed.

3. DROPPING A CLASS:

If a class is dropped, the technician should be aware that DOH is charged for tuition based on the following schedule:

Prior to class starting	0%
During first and second week	10%
During third and fourth week	30%
During fifth and sixth week	50%
Beginning seventh week	100%

Therefore, it is critical that a technician only enroll in classes s/he intends to complete. If a technician finds it necessary to drop a class after having enrolled, he/she must complete all drop requirements as soon as possible. This will include:

- Complete all CTC's academic drop requirements
- Complete DOH Drop Form
- Obtain supervisor's signature
- Give form to training coordinator for processing

The reasons for dropping the class will be reviewed by Human Resources and either approved or not approved. All approved dropped classes will not be charged against the technician. A technician will be allowed 2 (two) unapproved dropped classes in a 5 (five) year period. After a technician receives 2 (two) unapproved dropped classes within a 5 (five) year period, he/she will be placed on Dropped Class Probation Status, and will not be allowed to take any additional classes under the Technician Program for 2 (two) years. Any employee in Dropped Class Probation Status may sign up for classes under the Educational Expense Reimbursement Policy. If a grade of "C" or better is obtained for the class, the technician will be reinstated into the Technician Program and allowed to take classes in the Technician Program.

4. ACADEMIC PROBATION:

If a technician's GPA (grade point average) falls below a 2.0, he/she will be placed on Academic Probation. The technician will be allowed to take one class in the Technician Program in order to bring the GPA above 2.0. If the GPA does not rise to a 2.0 or better, the technician will not be allowed to take any additional classes in the Technician Program.

Any employee in Academic Probation may take classes under the Educational Expense Reimbursement Policy. Once the employee's GPA rises to a 2.0 or better, the technician will be allowed to take classes under the Technician Program.

5. FAILED CLASSES:

If a technician fails a required course in the HET A.A.S. Degree Program, s/he will not be allowed to re-take that course under the Technician Program. In order to get credit for the course the employee must re-take that course under the Educational Expense Reimbursement Policy.

G. MECHANIC TRAINING

1. Fleet Planning in Buckhannon, WV provides mechanic training for employees in the DOH classifications of Mechanics 1-3. A training authorization will be established to cover employee expenses to attend this training.
2. Each District will prepare a list of needed mechanic training and forward it to Fleet Planning by April 1 each year.
3. Once the annual training plan is approved, Fleet Planning will notify District Training Coordinators of available training courses to be offered.
4. Mechanics should select the training that will increase job knowledge and make them better and safer employees.
5. All mechanics will complete the course application and obtain their supervisor's approval before sending the application to the training coordinator.
6. The training coordinator will send completed application forms to Fleet Planning for scheduling.
7. Fleet Planning will furnish a list of mechanics selected to attend training to the training coordinator as soon as possible.
8. Fleet Planning will keep a file of sign-in sheets and evaluations and send a copy of the sign-in sheet and Form AH-04 to Human Resources Training and Development Department for recording.
9. Mechanics are responsible for informing the organization's training coordinator of a cancellation as soon as possible, no less than 3 working days prior to scheduled class.

H. EQUIPMENT OPERATORS TRAINING

The Equipment Operators Academy in Buckhannon, WV oversees the training for employees operating equipment for the DOH. Refer to the Equipment Operators Training Policy for information on training.

I. DOT TRAINING CALENDARS

1. When submitting the annual plan, include dates, location, and contact person for all DOH sponsored conferences, classes and events. If the date and location are not available at that time, the person in charge must submit notification to the Human Resources Training and Development Office confirming the meeting dates and location as soon as possible.
2. Human Resources Training and Development Office will maintain and update the DOH Training Calendar. All other DOT agencies will maintain their own training calendars.
3. Notification of operator and mechanics training classes will be sent to the Equipment Training Academy which will maintain and update the DOH Equipment Training Calendar.
4. DOT Training Calendars may be found on the WVDOT Intranet: <http://wvdot/>.

J. DEVIATION

Any deviation in this Training Policy and Training Request Procedures must have the written approval of the Directory of the Human Resources Division.