

STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS STANDARD OPERATING PROCEDURES	NO	PAGE 1 of 6
	ISSUED August 8, 2005	EFFECTIVE Upon Issuance
SUBJECT TRAINING	APPROVED BY //signed//	
CHAPTER 14	Craig E. Campbell Commissioner	

PURPOSE:

To provide Department of Military and Veterans Affairs (DMVA) supervisors and managers with guidelines for providing training opportunities to employees.

DISTRIBUTION:

All DMVA Divisions.

AUTHORITY:

Alaska Statute 39.25.050
Personnel Regulation 2 AAC 07.300

DEFINITIONS:

Training is defined as college, trade, craft or skills courses, seminars, workshops, and professional meetings in contrast to on-the-job training provided by the immediate supervisor. Training is grouped into three categories defined as:

Basic Orientation - Required for all new employees to the department.

Skills, Attitudes, and Values - Includes technical, administrative, supervisory and management training.

Job Related – Training that is necessary for the employee to perform or improve their performance in their current job.

Job/Career Enhancement – Training that provides knowledge or skills not necessarily required in the employee’s current job but would the employee do a better job and increase their potential for upward career advancement.

Program Specific – Training that provides knowledge or skills specific to the employees current job and is the responsibility of the specific program manager.

Executive/Leadership—Custom training for the DMVA executive management team. (Provided at the discretion of the Commissioner.)

POLICY:

The Department of Military and Veterans Affairs will maximize the effectiveness and

productivity of its employees by providing them training on the essential skills necessary to perform their current duties and that will increase their effectiveness and prepare them for career advancement. Training will be approved based on the resources available and without regard to race, religion, color, national origin, age, sex, physical disability, marital status, change in marital status, pregnancy, or parenthood.

PROCEDURES:

1. Employee Training Plan

A. Every DMVA employee should have an individual training plan (Sample at Addendum A) that has been mutually developed by them and their supervisor. This training plan should identify and prioritize the individual's training needs and, when possible, determine how the training or experience will be obtained.

B. The individual training plan should be periodically reviewed by the employee and their supervisor throughout the year to ensure it is accurate and current. However, at a minimum, it should be reviewed and updated annually.

C. Supervisors should retain a copy of their employees in the employee's individual personnel file.

2. Requesting/Scheduling Training

A. Employees will request training by completing a Training Request Form (Sample at Addendum B) and submitting it to their immediate supervisor. The supervisor will review the form to determine if the training meets the training definitions contained in this SOP, indicate their recommendation (approval/disapproval) and forward to the division Director.

B. Division Directors will review the training request:

- (1) to ensure it meets the employee and division's current needs and objectives
- (2) resources (funds) are available to pay any training costs

C. The approved/disapproved request will be returned to the employee's supervisor who will provide a copy to the employee and place a copy in the employee's individual personnel file.

D. The employee's supervisor or the employee (as appropriate) will then contact the Agency providing the training to schedule the training.

3. Payment/Reimbursement for Training

A. University Accredited Courses:

- (1) DMVA will not pay for college courses that are not directly related to an employee's current job. For example, classes in: core courses such as history, philosophy, and other electives.

- (2) DMVA may pay for college courses that are directly related to the employee's current job and in some cases for courses that will prepare an employee for advancement (on a case by case basis).
- (3) Tuition for approved college courses will initially be paid by the employee unless the employee is directed by DMVA to take the courses. DMVA will not pay for or reimburse the employee for the cost of books, lab fees, supplies, student activity fees, parking fees etc (unless required by the appropriate collective bargaining unit agreement).

B. Employees will be reimbursed for the cost of a course if:

- (1) A Training Reimbursement Agreement (Sample at Addendum C) was completed prior to scheduling the course (if the class cost exceeds \$500.)
- (2) The employee successfully completes the course or obtains a passing grade of "C" or higher
- (3) The employee submits a Request for Reimbursement (Attachment 3) to their Division Director within 60 calendar days of the course completion that includes, all receipts (not a cancelled check), proof of obtaining the passing grade, and a copy of the approved Training Request.

C. Employees will be reimbursed at the following rates:

- (1) 100% if the course is Job Related.
- (2) 100% if the employee is directed or required to attend the course
- (3) 50% if the course is Job Enhancement

D. Overtime eligible employees directed to attend training outside of their normal working hours must receive overtime compensation if the employee's hours and training exceed the minimum workweek (or work day for **LTC**). Note: The supervisor may elect to alter an employees normal workweek schedule to avoid this liability. An overtime liability may also be incurred if an employee attends a course outside normal working hours which is directly related to the performance of their job and was recommended in a performance evaluation as needed to improve their job performance.

4. Out-of-State-Training: Supervisors may recommend employees for out-of-state training, however, out-of-state travel must be approved by the Commissioner's Office. The following information should be included in the travel justification:

- A. A State of Alaska Travel Authorization (TA) Form that includes correspondence or information explaining the details of the training and a memo that explains the necessity and/or benefits of the training to the department.
- B. The Travel Authorization Form must be approved by the Division Director or his designee. Travel is not to begin until the TA has been fully approved. Under no circumstances will out-of-state travel be approved after a trip has been started.

**Department of Military and Veterans Affairs
Individual Training Plan**

Name _____ Position Title: _____

Position Category:

Mgt/Supervisory _____ Professional/Technical _____ Clerical Support _____

Section I - Past Training (Within last 3 years)

<u>Course</u>	<u>Institution</u>	<u>Dates</u>	<u># of Hours</u>
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Section II – Career Goals

1. Describe next logical step in career:

2. Describe long range career goal:

Section III – Requested or Planned Training

<u>Priority*</u> <u>Type**</u>	<u>Course(s)</u>	<u>Estimated Cost***</u>	<u>Completion Date</u>
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* Employee should leave blank. Supervisor and employee will agree on priority.

** See Definitions for Training Types

*** Include total cost (training, travel, per diem) Do not include cost of employees time

Employee Signature and Date

Supervisor Signature and Date

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS TRAINING REQUEST

NAME: _____ SSN: _____

DIVISION: _____ SUPERVISOR: _____

COURSE INFORMATION

COURSE PROVIDER: _____

CLASS

TITLE: _____

DATES: _____ LOCATION: _____

COST: _____

SPECIAL ACCOMODATION REQUESTED: _____

TYPE OF TRAINING:

A. _____ Mandatory-Directed/Required by Supervisor

B. _____ Job-Related

C. _____ Job-Related Cost Reimbursed - 100% 50% (Circle One)

D. _____ Job Enhancement

D. _____ Program Specific

Funding: CC _____ LC _____ Account _____

Note: If the training tuition exceeds \$500, a Reimbursement Agreement must be signed by the employee:

_____ Date: _____

Employee

APPROVAL: *****

_____ Date: _____

Immediate Supervisor

_____ Date: _____

Division Director

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
TRAINING REIMBURSEMENT AGREEMENT**

It is agreed between the Department of Military and Veterans Affairs and _____ that if employment with the State of Alaska is terminated in less than one year (unless the termination is a result of death, prolonged illness, disability, or layoff) the employee may be required to reimburse the State for tuition, other fees, and course materials in accordance with the following schedule:

- a) 100% if termination occurs before completing 6 months,
- b) 75% if termination occurs after 6 months or before 12 months
- c) 50% if termination occurs after 12 months or before 18 months,
- d) 0% if termination occurs after 18 months.

Termination for reasons due to misconduct or delinquency on the part of the applicant or employee, or to false statements on appointment documents, either prior to, or subsequent to employment will be considered as termination for reasons within the control of the applicant or employee.

It is agreed that the employee may be required to reimburse the department if he/she fails to attend the event and the department is unable to obtain a refund.

It is further agreed that the State of Alaska shall have the right to deduct from the undersigned employee's final paycheck any monies owing to the State in accordance with the above schedule or to recover such monies by other legal means.

Training Course Title _____

Amount subject to this reimbursement agreement: _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Division Director's Signature _____ Date _____