

Subchapter B: Employee Training and Education
§§9.10 - 9.17
Effective November 24, 2016

§9.10. Purpose.

(a) This subchapter governs procedures applicable to the employee training and education programs of the agency.

(b) The commission encourages the professional development of its employees through job-related training and education assistance programs that are designed to:

- (1) prepare employees for technological and legal developments;
- (2) increase employees' work capabilities; and
- (3) increase employees' professional and technical competence.

Adopted March 5, 2003

Effective March 27, 2003

§9.11. Definition of Training.

"Training" means instruction, teaching, or other education received by an employee that is designed to enhance the ability of the employee to perform the employee's job. Training can include job-oriented training that is provided within the agency by staff, other state entities, federal organizations, or private vendors. It can also include workshops, seminars, institutes, training sessions, college courses, and other programs or activities offered outside the agency.

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§9.12. Training Components.

Employee training and education consists of employee training opportunities and the education assistance program.

(1) Employees are offered training opportunities through in-house training and education as well as out-of-agency staff development opportunities.

(A) In-house training is job-oriented training that is provided within the agency by staff, other state entities, federal organizations, or private vendors. In-house training can include core courses identified by the executive

director, technical courses, computer training (from basic to advanced courses), staff development courses, and management development courses.

(B) Out-of-agency staff development is offered outside the agency either within or outside the state and includes workshops, seminars, institutes, training sessions, and other programs or activities.

(2) The education assistance program provides external learning opportunities to enhance job-related knowledge and skills. It includes courses provided by an accredited university, college, or other institution of higher learning delivered through a variety of different media, such as instructor-led courses, online courses, and courses not credited towards a degree.

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§9.13. Eligibility.

(a) Employee training opportunities. Employees are eligible to participate in the agency's training opportunities to increase their job-related knowledge and skills, without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status.

(b) Education assistance program. Employees may participate in the agency's education assistance program without regard to the employee's race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status. To qualify for reimbursement, employees must meet the following eligibility requirements as set forth in the agency's policies:

- (1) full-time employment requirement;
- (2) tenure requirement;
- (3) performance requirements; and
- (4) conduct requirements.

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§9.14. Obligations.

Employees who participate in the agency's training and education programs are obligated to comply with agency policies and procedures regarding these programs.

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§9.15. Reimbursement.

(a) Employee training opportunities.

(1) Funding for employee training is provided by the Human Resources and Staff Services Division or the employee's division.

(2) The employee's division also funds travel-related expenses for training participation.

(b) Education assistance program. Upon the recommendation of the employee's division director and with approval of the executive director, the employee's respective division funds may be used to reimburse the employee for specific tuition-related expenses. To qualify for reimbursement, the employee must successfully complete the requested course at an accredited institution of higher education, and the course must be:

(1) directly related to improving specific knowledge and skills pertinent to essential job functions of the current or prospective position;

(2) needed for a special job assignment; or

(3) required for a career ladder promotion.

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§9.16. Training Records.

(a) The Human Resources and Staff Services Division maintains training records for all agency employees using an electronic learning management system.

(b) Employees can choose to place a copy of their training records in their personnel file.

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§9.17. At-Will Employment Status.

Approval to participate in the agency's training and education programs does not in any way affect an employee's at-will status. Participation in these programs does not constitute a guarantee or indication of future employment in a current or prospective position.

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