

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

MEMORANDUM

TO: SEE DISTRIBUTION

FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General 

DATE: January 5, 2005

SUBJECT: POLICY – State Employee Procedure Letter #11
State Employee Training and Development Policy

1. **REFERENCE:** Administrative Rules of the Department of Administrative Services, 123:1-39-01 and 123:1-39-07.
2. **SCOPE:** This policy applies to all full-time permanent bargaining unit and exempt state employees of the Adjutant General's Department.
3. **GENERAL:** Under the provisions of the Administrative Rules of the Department of Administrative Services, each state agency is permitted, but not required, to establish a tuition reimbursement policy for exempt employees. The policy is designed to increase employees' skills required for more efficient job performance and to provide employees an opportunity to learn new skills and acquire more knowledge in his/her career field. Approval for the participation in this program is dependent upon availability of funds.
4. **TUITION REIMBURSEMENT:**
 - a. Exempt Professional Development (EPDP): Full-time and part-time permanent exempt employees are eligible to participate if the following conditions are met:
 1. Employee has at least six months of service as a State of Ohio exempt employee.
 2. Employee is in active pay status; employees on disability leave and worker's compensation leave are not eligible for reimbursement
 3. Employee is still employed by the state of Ohio when final paperwork for reimbursement is submitted.
 4. For more information and application forms, the EPDP web-site is www.state.oh.us/das/dhr/epdp/index.htm. The phone number is 614/728-3127 or 614/752-2451.
 - b. Workforce Development (WD) Tuition Assistance Plan (TAP):
 1. All employees represented by OCSEA/AFSCME, Local 11, including probationary employees, are eligible.
 2. For more information and application forms, the WD web-site is www.wdonline.org. The Toll Free Hotline number is 1-888-800-0074 or in the Columbus area 614/644-6332.
5. **COURSE BOOK REIMBURSEMENT:**

Employees who are attending college courses approved by the EPDP or WD may request reimbursement for the cost of course books through SHRD. To be eligible for reimbursement, the employee must be taking a course that will provide the employee an opportunity to learn

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new skills and acquire more knowledge in his/her career field. Upon successful completion of the course, the employee must submit his/her request for reimbursement directly to AGOH-SHRD with a copy of the approved EPDP or WD application, final grade report and a receipt for the books. The employee must have earned at least a "C" in order to be reimbursed for the course books. There will be no reimbursement for travel costs.

- 6. TIME OFF FOR TRAINING:** An employee may be granted paid leave during working hours, not to exceed five hours per week, to participate in education programs which are directly related to the employee's skills and job performance. An employee may pursue applicable education courses, during working hours as described **if all three conditions listed below are met:**

1. The employee's work schedule and duties can be accomplished without scheduling overtime, compensatory time, or requiring additional staffing;
2. The approved course(s) is not offered outside normal working hours; and
3. No substitute course is offered outside normal working hours.

The determination of whether or not the course meets the above criteria lies solely at the discretion of the Appointing Authority or his/her designee.

- 7. SEMINARS/PROFESSIONAL DEVELOPMENT EVENTS:** EPDP and WD have funds available for seminars/professional development events.

- 8. WORK-RELATED SEMINARS/TRAINING:** In the interest of encouraging personal and professional growth and development, all full-time permanent employees are eligible to attend work-related seminars and training courses during working hours. Approval will be based on the following criteria:

1. Availability of funds;
2. The employee has completed his/her initial probationary period and has a minimum of six months state service prior to attending the seminar/training. An exception to this would be if the supervisor requests the employee to attend the training. Additionally, the employee must be satisfactorily performing his/her job duties and be in an active payroll status throughout the duration of the seminar/training;
3. The seminar/training is conducted or sponsored by an appropriately approved association recognized in the field in which the employee is classified;
4. The employee submits a written request to his/her supervisor and receives written approval for the request from the supervisor prior to the start of the seminar/training course for which payment is being requested;
5. The content of the seminar(s)/training course(s) taken must be job-related, increase the employee's skills and/or knowledge relating to the present position held by the employee;
6. Upon completion of the seminar/training course, the employee must provide, upon the supervisor's request, proof of attendance and completion of the entire seminar.

An employee must submit a State Employee Training Request Form (Enclosure 1), along with any registration forms (if required), to his/her supervisor 20 business days prior to the start of the seminar/training course. The supervisor will recommend approval/disapproval of the request, and indicate whether or not funds are available to support the request, and forward to the appropriate program manager who will approve/disapprove the request then send the form to SHRD.

If the seminar is outside of Ohio, an out-of-state Travel Request, OBM 4501 (Enclosure 2),

AGOH-SHRD

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must be included with the request submitted to SHRD. Contact the State Finance Office (AGOH-FI) for more information on completion of the OBM 4501.

SHRD will approve/disapprove the request, and will forward the request for approval to AGOH-FI for processing. The employee will receive a copy of the completed request form from SHRD through his/her supervisor.

If an employee is unable to attend his/her class, he/she should notify his/her supervisor and SHRD no less than two (2) working days prior to class date. If an emergency develops which precludes the employee from giving two days notice, the supervisor is to be notified immediately. Upon notification, the supervisor should make every attempt to locate a state employee as a replacement, and contact SHRD with the name of the individual attending. If a replacement cannot be located, SHRD is to be notified so that they may make an attempt to find a replacement. If a replacement cannot be located, and the class cannot be canceled, the cost of the class will be billed to the appropriate program's budget.

Enclosures (2)

- 1. State Employee Training Request**
- 2. OBM 4501**

DISTRIBUTION:

AD

STATE EMPLOYEE TRAINING REQUEST
(MUST BE SUBMITTED 20 BUSINESS DAYS PRIOR TO TRAINING)

NAME _____ DATE _____

JOB TITLE _____

I REQUEST APPROVAL TO ATTEND THE FOLLOWING TRAINING. *ATTACH A COPY OF COURSE/SEMINAR DESCRIPTION OR APPLICATION FROM STATE OF OHIO TRAINING CATALOG.

COURSE TITLE: _____

COURSE DATE: FROM _____ TO _____ CLASS HRS: FROM _____ TO _____

LOCATION: _____ *NOTE: IF TRAINING IS LOCATED OUTSIDE OF OHIO, AN OBM FORM 4501 "OUT-OF-STATE TRAVEL REQUEST" MUST BE ATTACHED TO THIS REQUEST FORM.

JUSTIFICATION FOR REQUEST: (NOTE: EXPLAIN HOW COURSE RELATES TO JOB DUTIES AND IF NEEDED TO MAINTAIN PROFESSIONAL CERTIFICATION RELATED TO YOUR JOB.)

EMPLOYEE SIGNATURE _____ DATE _____

IMMEDIATE SUPERVISOR APPROVED DISAPPROVED

FUNDING LINE: _____ FUNDS AVAILABLE? YES _____ NO _____

PLEASE PRINT OR TYPE NAME SIGNATURE

PROGRAM MANAGER APPROVED DISAPPROVED

Colonel William Radford, Army Colonel Robert Baylor, Air

Michael Snow, State

STATE HUMAN RESOURCES DEPT. APPROVED DISAPPROVED

Kristine A. Goodman,
State Human Resource Administrator

STATE FINANCE APPROVED DISAPPROVED

Mark E. Ostler, State Finance Officer