

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 08.04.010	PAGE 1 of 5
	Policy and Procedure			EFFECTIVE DATE August 20, 1999
SUBJECT Training			SUPERSEDES	DATED
TITLE Personnel Administration	CHAPTER Training	APPROVED BY		

PURPOSE

To provide consistent guidelines for employee participation in the department training program and to assign responsibility for establishment and maintenance of employee training plans.

POLICY

It is the policy of the department to assure continued high-quality service to the public by assisting employees in improving their job performance skills and in preparing for career changes in the best interest of the department through the establishment of individual training plans. Training is intended to serve as a management tool for the development of employees and the attainment of department goals.

A. Individual Training Plan

Regional Directors, the AMH General Manager, International Airport Director/Manager and Headquarters Deputy Commissioners shall establish and maintain an individual training plan for each of their employees. Training plans shall be included as part of the performance evaluation and shall include both job-related and career-related training.

B. Employee Eligibility

All probationary and permanent employees are eligible to participate in the training program. The approval, participation and/or selection in training and education reimbursement programs will be without regard to race, religion, color or national origin, or because of sex, age, physical handicap, marital status, changes in marital status, pregnancy or parenthood. In the event of a lay-off and the employee is in the middle of a long-term training event, the department will reimburse the employee provided the employee meets the conditions described for after-the-fact reimbursement in section G below. If the employee receives notification of lay-off and the training event has not begun, the training agreement shall be considered null and void.

C. Training Eligible for Reimbursement

The department may pay up to 100 percent of the training costs associated with training that is specifically job-related or which would improve the employee's capabilities consistent with his/her job class specification. The department may reimburse the employee up to 50 percent of the expenses that are career-related. If there is a dispute about whether the training is considered job-related or career-related, the final decision shall be made by the Regional Director, Marine Highway General Manager, Airport Director/Manager or the Deputy Commissioner.

D. Training Taken on State Time

Only job-related training may be taken on state time. Directors may approve up to 75 hours paid time off annually. Beyond 75 hours must be approved at the Regional Director, Marine Highway General Manager, Airport Director/Manager or the Deputy Commissioner level. Division Directors may approve the use of flex time to accommodate either job-related or career-related training. Division Directors may also approve the use of annual leave to accommodate job-related or career-related training.

E. Prior Approval

All training reimbursed by the department and/or taken on state time must be approved prior to undertaking the training (see Attachment A).

F. Dollar Limits

Directors may approve reimbursement of up to \$1000 annually per employee (not including travel and per diem) for job-related training and up to \$500 annually (not including travel and per diem) for career-related training. Beyond \$1000/\$500 must be approved at the Deputy Commissioner level.

G. Pre-Payment/Reimbursement for Training

Directors may approve pre-payment of all short-term training events and after-the-fact reimbursement for long-term training events, such as university courses, on successful completion of the course (presentation of a transcript showing a grade of C or higher).

H. Reimbursement Agreements

Employees shall be required to sign a reimbursement agreement for all courses/events having a tuition dollar value of \$300 or more (see Attachment B).

The agreement shall state that the employee agrees to reimburse the department for 100% of the department's costs for tuition, other fees and costs

(including travel and per diem), and course materials if the employee leaves State of Alaska service within six months and 50% of the department's costs if the employee leaves State of Alaska service between six months and one year from completion of the training. Beyond one year, employees are not expected to reimburse the department.

The reimbursement agreement shall specify that for short-term events, 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.

Employees who are involuntarily terminated due to budgetary considerations (lay-off) shall not be required to reimburse the department.

I. Mandatory Training

Employees will not be required to sign a reimbursement agreement when attendance is mandatory. Mandatory training is that training for which attendance by the employee is required by the employee's supervisor. If a question arises as to whether training is mandatory, the determination will be made at the Regional Director, Airport Director/Manager, Marine Highway General Manager, or Deputy Commissioner level.

AUTHORITY

AS 39.25.050(3), AS 39.25.150(25), 02 AAC 007 0300-0310

IMPLEMENTATION RESPONSIBILITY

Deputy Commissioners, Regional Directors, AMH General Manager, International Airport Director/Manager

ATTACHMENTS

Attachment A (Training Request Form)

Attachment B (Reimbursement Agreement)

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
TRAINING REQUEST

NAME: _____

SOCIAL SECURITY NUMBER: _____ REGION/DIVISION: _____

TRAINING REQUESTED: _____

SPONSOR: _____

A completed registration form must be attached for all classes.

Date(s), Time, and Place of Training: _____

Type of Training:

A. _____ Mandatory-Required by Supervisor

C. _____ Job-Related: Cost reimbursed to employee at 100%

B. _____ Job-Related: Direct Funding by State

D. _____ Career-Related: Cost reimbursed to employee at 50%

If the training tuition costs exceed \$300, a Reimbursement Agreement must be signed by the employee (see reverse):

Employee Signature: _____

ITP: Is requested training included on employee's Individual Training Plan (ITP)?

Yes _____

No _____

Attach copy of ITP

Itemized Cost:

Personnel cost (Salary + Overhead)	\$ _____	State obligation 100%	_____
* Tuition/Registration, fees, books, etc.	\$ _____	State obligation 50%	_____
Travel & Per diem (Attach TA)	\$ _____		
* Miscellaneous	\$ _____		
TOTAL COST OF TRAINING IS	\$ _____		

***Project Employees Note:** see procedure 08.04.011; these costs are generally not eligible for Federal-Aid reimbursement unless charged to an NHI project.

Funding For Tuition and Fees:

CC _____	Program Code _____	LC _____	Account _____
CC _____	Program Code _____	LC _____	Account _____

Employee Signature

Date

APPROVALS:

Immediate Supervisor

Division Director

Section Chief

Commissioner (Out of State)

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

REIMBURSEMENT AGREEMENT

It is agreed that if employment with the State of Alaska should be terminated in less than one year, unless the termination is a result of death, prolonged illness, disability, or layoff, the undersigned will reimburse the State for tuition, other fees (including travel and per diem), and course materials in accordance with the following schedule:

- a) 100% if termination occurs before completing 6 months.
- b) 50% if termination occurs after 6 months or before 12 months.
- c) 0% if termination occurs after 12 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 s/he 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 applicant or 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.

Name of training: _____

Amount subject to this reimbursement agreement: \$ _____

Date: _____ Employee Signature: _____