

MINIMUM SUPERVISORY TRAINING REQUIREMENTS POLICY

Minimum Supervisory Training Requirements have been established by the Department of Civil Service in accordance with Civil Service Rule 22.10. (Civil Service Rule 7.4(f) repealed). All employees who occupy jobs designated by Civil Service as part of a Supervisory Group are covered under this policy.

Training requirements established by the Department of Civil Service in conjunction with the Comprehensive Public Training Program (CPTP) reflect minimum training expectations, and based on the needs of the University or the employee, the University may elect to require additional courses. The Minimum Supervisory Training requirements are intended to encourage employees' professional growth and development in support of the University's mission and goals.

The Minimum Supervisory Training Policy supersedes the Mandatory Training Policy which was effective July 1, 2002. Employees in a Supervisory Group who have not completed course requirements before implementation of the new policy, effective January 1, 2012, are governed by this revised policy.

GENERAL PROVISIONS

The Commission shall establish mandatory training for employees who occupy or are appointed to designated supervisory, managerial or administrative jobs. Each department shall advise employees who occupy these jobs of the training requirements. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.

Training is being mandated for three Supervisory Groups:

- Supervisory Group 1 is comprised of job titles for first-line supervisors;
- Supervisory Group 2 is comprised of job titles for managers; and
- Supervisory Group 3 is comprised of job titles for Administrators/Executives

Supervisory Groups for each designated job title can be viewed at:

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/SupervisorTrainingReqs.aspx>

The University's Agency Training Coordinator will use this list to determine the designated group for each supervisory job. The Agency Training Coordinator is responsible for assisting employees in determining their course requirements and deadlines for completing Minimum Supervisory Training Requirements.

AGENCY RESPONSIBILITY

Department Heads and supervisors are responsible for ensuring employees in each Supervisory Group are granted reasonable periods of time to obtain the required training and that training time is uniformly made available to all employees in each Supervisory Group.

The Human Resources Department is responsible for designating the CPTP Agency Training Coordinator who is granted authority and responsibility for directing employees to the appropriate courses for the employee's job. Each agency shall notify the Department of State Civil Service and the Comprehensive Public Training Program Office in writing with the current name, business address, business phone number and email address of the individual designated for this responsibility.

The University's CPTP Agency Training Coordinator will monitor changes to Supervisory Groups, and any changes to an employee's job title that may affect these training requirements; notify all employees in each Supervisory Group of upcoming training courses; coordinate and administer access to Louisiana Employees Online (LEO); and notify employees on the status of their training requirements.

The established minimum training requirements can be viewed at:

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/SupervisorTrainingReqs.aspx>

ANNUAL REPORTING REQUIREMENTS

An annual compliance report for Minimum Supervisory Training shall be completed on a fiscal year basis and submitted to the Department of Civil Service by September 30 each year and must be signed by the Delegated Appointing Authority.

The Department of Civil Service will send a notice, including a uniform reporting format, near the end of each fiscal year to remind CPTP Agency Training Coordinators of the reporting requirements. **A copy of this report shall be maintained in the agency's Human Resources office and made available to Civil Service representatives upon request.**

The Department of Civil Service staff will study the degree of compliance for each agency, and based on this review, will inform the Civil Service Commission of their findings. The Commission may then choose to invite appointing authorities to report on their compliance with Civil Service Rule 22.10 at a regularly scheduled public meeting of the Commission.

EMPLOYEE RESPONSIBILITY

Employees are responsible for completing required online courses and attending classroom training for which they are scheduled. Employees should provide reasonable notification to the Agency Training Coordinator when scheduled training must be cancelled. When at all possible, cancellation notice shall be rendered at least five (5) working days prior to the training date to allow sufficient time for substitutions to be made. **It is highly recommended that supervisory training requirements be included as work expectations in the Performance Evaluation System (PES) document.**

TRAINING COMPLETION DEADLINES

Minimum Supervisory Training completion deadlines are established based on the employee's permanent (home) position. The Human Resources Department and the University's CPTP Agency Training Coordinator will determine if the employee's job title is their "home position" or "detailed to

position.” An agency may request approval from the CPTP Policy Board for specific exemptions based on an employee’s previous work experience.

- I. Employees entering a Supervisory Group determine the completion deadline date as follows. The deadline for completion is 3 or 4 years from the date the employee enters a job covered in the Minimum Supervisory Training Policy.

Enters Supervisory Group 1

(5) Five online classes and one classroom workshop (13 hours total training); 3 year deadline

Enters Supervisory Group 2

(5) Five total Group 2 classes PLUS all Group 1 requirements; 4 year deadline

Enters Supervisory Group 3

(4) Four total Group 3 classes PLUS all Group 1 and 2 requirements; 4 year deadline

- II. Employees currently in a Supervisory Group who have not completed course requirements before implementation of the new policy.

Currently in Supervisory Group 1, or Currently in Supervisory Group 2 or 3, with outstanding Supervisory Group 1 Classes – New deadline is December 31, 2014.

Currently in Supervisory Group 2 or 3, with no outstanding Supervisory Group 1 Classes – No new deadline.

- III. Employees currently in a Supervisory Group who move to a different Supervisory Group as a result of a promotion, reallocation, and/or detail.

A. **Promotions** (includes promotion to a job at a different agency):

Group 1 to Group 1 – no change in deadline

Group 1 to Group 2 – new deadline will be 3 years from the effective date of the promotion

Group 1 to Group 3 – new deadline will be 4 years from the effective date of the promotion

Group 2 to Group 2 – no change in deadline

Group 2 to Group 3 – new deadline will be 3 years from the effective date of the promotion

Group 3 to Group 3 – no change in deadline

B. **Reallocations:** As a general rule, the changes that result in movement from one supervisory group to another are accomplished by promotion. In the rare case that an employee is reallocated to a job in a different Supervisory Group, the guidelines governing promotions will apply.

- C. **Details:** Detail-to-Special Duty positions are generally temporary in nature, but do often lead to promotions. Minimum Training completion deadlines are established based on the employee's permanent (home) position. Employees are not required by this policy to complete minimum training requirements for jobs to which they are detailed; however, they are encouraged to do so. An agency may require employees to complete minimum training courses for positions into which they are detailed. Formal deadlines according to this policy for such employees begin on the effective date of the actual promotion.

The deadline date for an employee who is detailed from a position in one supervisory group to another supervisory group does not change. The employee is still required to meet minimum supervisory training requirements for the "home position" within the originally established deadline.

IV. Employee Supervisory Group assignment changes by action of Civil Service

Employees currently in a Supervisory Group who have their jobs placed in a different Supervisory Group by Civil Service must complete the additional minimum supervisory training requirements for the new supervisory group if they have not already done so. The employee will have 3 years to complete the new training.

FAILURE TO MEET TRAINING REQUIREMENTS

An employee who has not met the minimum supervisory training requirements within the allocated period of time may be disciplined in a manner consistent with the policies of the employing agency or may be separated from service in accordance with the provisions of Civil Service Rule 12.6(b).

EXCEPTIONS TO THE TRAINING REQUIREMENTS

Agency Level Exceptions: If an agency has its own training program, the agency may apply to the State Civil Service Training Division to have its course(s) substituted for one or more of the courses listed in this policy or may apply to have its training program as a whole substituted for the training required by this policy.

Each request must include sufficient information to enable the Department of State Civil Service Workforce Development Division to determine that the agency's courses or training program are appropriate substitutes for the classes for which the exception is being requested.

Individual Employee Exceptions: An employee may apply to the State Civil Service Training Division for approval of a substitution of education, experience, and other training for required CPTP courses.

CST and CPM Designations: Employees who have earned the Certificate in Supervisory Techniques (CST) shall be considered as having met all training requirements for Supervisory Groups 1 and 2. Employees who have earned the Certified Public Manager (CPM) designation shall be considered as having met all training requirements for all three Supervisory Groups.

Implemented: 07/01/08

Revised: 04/16/13