

I. PURPOSE

To provide employees with the opportunities to gain required and additional training to perform their current job or advance into other positions at the Agency.

II. POLICY

A. Required Training

Required training is approved training mandated by laws or regulations, Agency policy or bargaining unit contracts. All participants attending these programs will be paid full salary and attend the programs on Agency time in accordance with a schedule developed by each Division Director (no overtime will be paid unless required by a bargaining unit contract or the law).

B. Performance Enhancement

Training deemed necessary by a manager or supervisor (approved by the Division Director) for an employee so the employee develops needed skills and knowledge for the performance of his or her present job. All participants enrolled in these training programs will be paid full salary while attending the courses and will attend the programs on Agency time (no overtime will be paid unless required by a bargaining unit contract or by law).

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Training and Development, Continued

C. Available Training

Any general course available to interested employees. All participants will attend these courses on their own time. Course fees, if any, are eligible for reimbursement under the specific clauses of each bargaining unit contract or under the Tuition Reimbursement Program.

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