DEPARTMENT OF CORRECTIONS

Policy Number:	**103.400**
Title:	**Employee Development Management**
Effective Date:	**11/19/18**

PURPOSE: Maintain an employee development program for the agency by providing an overview of learning environments, management, planning, and implementation of training committees, qualified staff members, design teams, practicums, and process improvement.

APPLICABILITY: Department-wide

DEFINITIONS:
Computer-based training – courses or classes delivered online or by electronic means.

Electronic training management system – the approved training management system providing registration, documentation of training, reporting system for training, and course listings to include e-learning and web-based courses.

PROCEDURES:

A. Administrative Functions

1. Training initiative process
   When a training idea or plan is submitted for approval, the following procedure is followed:
   a) The appropriate training director/designee must implement the training idea or plan at the facility level/field services; or

   b) The request must be forwarded to the next level for department-wide approval under the Training Initiative Process Flow Chart (attached) from inception to delivery of the product.

   c) For all proposed computer-based training courses, the approval process is coordinated through employee development central office.

2. Facility/field services level:
   a) The originator of the idea or plan must submit ideas or plans to the facility/field services training director/designee for consideration.

   b) If the idea or plan affects more than one facility or affects field services staff, the facility/field services training director/designee must forward the approved plan/ideas to the department director of employee development for department consideration.

   c) For field services, the originator of the idea or plan must provide the director of field services the training idea/plan for implementation.

3. Central office:

a) The originator of the idea/plan must submit the training ideas or plans to the department director of employee development for consideration.

b) If the suggestion affects areas outside central office, the department director of employee development must ensure the suggestion is considered by all affected areas.

4. Approval/disapproval:

a) Once the idea or plan is approved, it proceeds to the program management phase(s) with training facilitation provided to the originator by employee development central office.

b) If disapproved, the department's director of employee development, facility training director, or director of field services/designee must notify the originator of the idea or plan.

B. Advisory Committees

1. Senior training advisory committee (SR TAC)

a) Membership includes:

1) Chaired by the director of employee development
2) A warden;
3) Department safety director;
4) A field services representative;
5) An associate warden administration (AWA) or operations (AWO);
6) A captain; and
7) A department training manager/designee, or department assistant director of employee development.

b) Meeting responsibilities

(1) At a minimum, convene semi-annually to discuss department-wide training programs, emerging training issues, objectives, major training related projects, progress toward meeting department goals, reviewing training problems, and developing solutions.
(2) Prioritize training projects based on department strategic goals and assess department training consistency and standardization.
(3) Provide oversight, reviews, and approves plans coming from the training advisory committee (TAC).
(4) Make recommendations to senior management regarding various training initiatives.

c) Accountability/reporting

(1) Minutes are posted.
(2) SR TAC reports to the assistant commissioner of operations support services.
(3) Minutes are retained by employee development.

2. Training advisory committee (TAC)

a) Membership –

(1) Chaired by the department assistant director of employee development;
(2) Facility training directors/designee; and

(3) When available, an AWA is present to act as a liaison to the AW committee on training issues.

b) Meeting responsibilities
(1) Meet quarterly to discuss training needs, address common areas of concern, and evaluate training classes and programs.
(2) The department assistant director of employee development reserves the right to convene meetings on an as-needed basis dependent upon changes in training objectives, strategies, or safety/security concerns.

c) Reporting/accountability
(1) At a minimum, minutes are provided to all committee members and all supervisors and managers.
(2) Pertinent information shared at the SR TAC is provided to the TAC by the department assistant director of employee development.
(3) Minutes are retained and distributed by employee development.

3. Facility training advisory committee (FTAC)
a) Membership is determined by the facility training director.

b) Responsibilities
Chaired by the facility training director, the committee must:
(1) Address facility training issues,
(2) Develop facility training plans,
(3) Help determine how required training is delivered.
(4) Meet at a minimum quarterly.

c) Reporting/accountability
(1) Minutes of the meeting are sent to the respective AWs and to the assistant director of employee development, who forwards the minutes to the assistant commissioner – operations support services.
(2) The facility TAC reports and provides training information to the assistant director of employee development.
(3) Minutes are retained and distributed by the facility training director.

4. Field services training advisory committee (FSTAC)
a) Membership
(1) Chaired by the director of field services or designee;
(2) District representatives;
(3) Director of employee development or designee; and
(4) Field services training administrator.

b) Responsibilities –
1) Discuss field services training issues;
2) Develop field services training plan;
3) Help determine how training is to be delivered; and
4) Meet at a minimum quarterly.

c) Reporting/accountability –

1) Minutes are provided to the director of employee development and director of field services.
2) The field services TAC reports directly to the director of field services.
3) Minutes are retained and distributed by the director of field services.

C. Documentation

1. Responsibility

a) Each training director or field services designee administers data gathering programs to include automated training records using the approved electronic training management system for each employee of the training director's unit/facility or field services.

b) For central office, employee development administers the automated training record program through the approved electronic training management system.

c) Employees must submit appropriate documentation for training credit (certificates, diplomas, or grade slips) and review the accuracy of the training records.

d) Supervisors must review the training records of their employees for compliance with required training.

2. Timelines

a) Training documentation must be submitted and recorded within 60 days of the end of the fiscal year in which the training was obtained.

b) Training documentation presented after the 60-day window does not count for training credit for the fiscal year in which the training was obtained.

3. For courses not covered in the approved electronic training management system and for new courses, staff must refer to the employee development iShare site and complete a learning activity request.

a) The staff person must fill out all applicable information, so training credit may be awarded to the employee.

b) When the total number of employees attending is twenty or more, the class organizer must submit a new learning activity request through employee development iShare.

4. Training hours

Requests for activities to receive training credits are submitted to the director of employee development or designee for approval.

5. Training verification must be accomplished for training opportunities that would not require a refresher or recurring training.

a) The training management system offers an employee the ability to receive training credit through submission to their appropriate supervisor.

b) The employee uses the training verification request in the approved electronic training management system.

c) Supervisors with questions pertaining to training verification requests must consult with the facility training director or field services training administrator.

D. Practicum Administration

1. Staff interested in completing a practicum must complete the Practicum Application (attached).
   a) The staff member must state the goals and rationale for the practicum.

   b) The staff must provide a detail description of the time anticipated to complete the practicum and the number of total hours proposed.

   c) Supervisors/managers must forward the practicum application to the training director for appropriate routing and final training credit.

2. The appointing authority/designee evaluates each practicum application to determine if the following requirements are met:
   a) The unit/facility staffing (practicum supervisor) allows for adding this temporary workload addition;

   b) Rationale for the practicum meets the needs and mission of the unit/facility;

   c) The duties and goals of the practicum are clearly identified; and

   d) A practicum mentor is assigned.

3. Practicum training is based on active participation and learning skills inherent to the job.

4. Learning takes place under the guidance of staff who are already doing the position full time.

5. The supervisor and mentor of the program must help determine what practicum areas are applied.

E. The department may provide training to public or private agencies or organizations.

1. The department may require the participating agencies or organizations to provide some of the costs of the training.

2. The director of employee development must determine whether to collect monies for training open to non-department participants (via contract per Policy 104.303, "Professional and Technical Services Contracts and Other Agreements") and must submit annual reports on the collections.

F. Training Not Held in Departmental Facilities or Locations

Training events held off of the facility grounds/property must be approved by the respective facility training director/director of field services/designee, following Policy 104.462, "Employee Conference Participation and Reimbursement of Expenses" and Policy 104.461, "Employee Reimbursement for Travel and Other Business Expenses."

INTERNAL CONTROLS:

A. Meeting minutes from the different training advisory committees are retained by the employee development or field services unit, as applicable.

B. Training is documented and retained in the agency-approved electronic training management system.

C. The department director of employee development submits annual reports on any monies collected for training open to non-departmental participants.

ACA STANDARDS: 2-CO-1D-01; 4-4075; 4-APPFS-3A-07; 4JCF-6E-01

REFERENCES: Minn. Stat. §§ 43A.21; 241.67, subd 6; and 241.01, subd 5
Policy 104.462, "Employee Conference Participation and Reimbursement of Expenses"
Policy 104.461, "Employee Reimbursement for Travel and Other Business Expenses"
Policy 104.303, "Professional and Technical Services Contracts and Other Agreements"

REPLACES: Policy 103.400, "Employee Development Management" 12/6/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Training Initiative Process Flow Chart (103.400A)
Practicum Application (103.400B)

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support