

Section Number: 40-6

Effective Date: January 1, 2012

Subject: Training Tuition and Travel

Purpose: To provide guidance to supervisors in determining how to equitably and objectively allocate available tuition and travel funds for training.

New worker and basic supervisory training are the Division's top training priorities and will be provided according to the Division training plan. Training will be provided, as resources allow, according to the following priority:

- 1) Initial
- 2) Remedial
- 3) Refresher
- 4) Elective

Supervisors will consider requests for training, training travel, tuition fund expenditure, and duty time for training, keeping in mind the following non-prioritized criteria. The employee will not be expected to be "scored" against each item; rather they should be a guideline for the supervisor to use in conjunction with liberal amounts of prudent judgment.

Employee considerations

- Training needs
- Value of training in relation to current job responsibilities
- Value of training in relation to potential future job duties
- Length of employment with the Division
- Documented past performance
- Inclination and ability to share the information gained with coworkers
- Past training opportunities
- Recommendation of past and current supervisors and peers as to the employee's ability to represent their office and DPA at the training
- Career goals

Division considerations

- Benefit to the Division
- Cost to the Division
- Availability of funds
- Consistency with Division priorities
- Division public image
- Location of training; off-site training will generally not be approved unless on-site training opportunities are not available within a reasonable timeframe.
- Other persons on-site who have taken or are scheduled for similar training and can share it.