

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

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General Circular No. 001721

To: Heads of State Agencies and Human Resource Directors

Subject: Minimum Training Policy Revisions Effective July 1, 2008

Issue Date: February 18, 2008

**PLEASE MAKE THIS GENERAL CIRCULAR AVAILABLE TO ALL CPTP
AND MANDATORY TRAINING COORDINATORS.**

On January 8, 2008, the State Civil Service Commission revised the statewide Mandatory Training Policy for classified supervisors and managers. The new policy changes will be effective **July 1, 2008**. Please refer to the HR Handbook for policy details and implementation procedures. A brief summary of the policy changes is provided below.

Summary of Changes:

- The name of the program has been changed from "Mandatory Supervisory Training" to "Minimum Supervisory Training Requirements".
- Only one policy will be in effect at a time. Supervisors who have not completed their mandatory training requirements by June 30, 2008, will be required to complete the newly implemented training requirements.
- There will be three Supervisory Groups (1, 2, & 3). Supervisory Group 1 classes will be targeted to specific audiences. Classes will be offered and advertised identifying whether the focus will be on traditional or non-traditional supervisory level jobs. Agency training coordinators will be responsible for ensuring that employees enroll in the classes that best meet their needs.
- A broader selection of course options for Supervisory Groups 2 and 3 is now available. This will allow supervisors to take courses that best meet their learning and development needs and align with the agency's business needs.

A list of the job titles in each Supervisory Group and a chart showing the classes required are available on the Civil Service website at www.civilservice.la.gov.

Minimum Supervisory Training Requirements Policy
Effective July 1, 2008

The State Civil Service Commission has established Minimum Supervisory Training Requirements in accordance with Civil Service Rule 7.4(f) for all employees who occupy jobs that are designated as part of a Supervisory Group. The training required by this policy reflects minimum requirements. Agencies may require, or individuals may elect, to take additional courses and we encourage them to do so.

Agency Responsibilities

Agencies are responsible for ensuring that employees in each Supervisory Group are granted reasonable periods of time to obtain the required training, and that training time is made uniformly available to all employees in each Supervisory Group. Failure to make time available uniformly to all employees in a Supervisory Group will be considered an agency violation of Rule 7.4(f).

The Human Resource Office at each agency must ensure that the CPTP / Training Coordinator is appraised of any changes to an employee's job title that may affect Minimum Supervisory Training Requirements (i.e., job changes, promotions, reallocations, details to special duty, etc) to ensure that training is scheduled based on each employee's current job title and responsibilities.

Agencies are responsible for making the required training known to all employees in an affected job title. It is highly recommended that the required training be included as a performance expectation for at least one, if not more, performance factors in the PPR planning document.

Agencies are also responsible for designating an individual within the organization who is granted authority and responsibility for directing employees to the appropriate courses for the employee's job in those instances where choices are allowed within the required training. Each agency shall notify the Department of State Civil Service and the Certified Public Training Program Office in writing of the current the name, business address, business phone number and e-mail address of the individual designated for this responsibility.

Each agency shall submit an annual report in accordance with the policy provisions noted below.

Reporting Minimum Supervisory Training

An annual compliance report for Minimum Supervisory Training shall be completed on a fiscal year basis and submitted to the Department of State Civil Service by September 30 each year. This report is to be signed by the appointing authority. DSCS will send a notice near the end of each fiscal year to remind CPTP / Training Coordinators and Human Resources Directors that the Supervisory Training Report is due. DSCS will include a uniform reporting format for agency use. A copy of this report shall be maintained in the agency's Human Resources office. It shall be made available to Civil Service representatives upon request.

DSCS staff will study the degree of compliance for each agency, and based on this review, will inform the Civil Service Commission of our findings. The Commission may then choose to invite appointing authorities to report on their compliance with Civil Service Rule 7.4(f) at a regularly scheduled public meeting of the Commission.

[Civil Service Rule 7.4(f) states that "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."]

Employee Responsibilities

Employees are responsible for attending the training for which they are scheduled and for making reasonable notification prior to the training date to the agency CPTP / 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.

General Provisions

- This policy will be in effect beginning July 1, 2008. The current policy will expire June 30, 2008. New policy requirements will apply to any employee who has not completed the existing Supervisory Training Requirements by June 30, 2008.
- There are three supervisory groups. The list of jobs in each supervisory group may be viewed on the DSCS website. (insert link) Agency CPTP / Training Coordinators will use this list to determine the designated group for each supervisory job.

- Supervisory Group 1 includes jobs that function in both traditional environments (including those that require professional licensure and/or certification) and non-traditional settings. "Target audience information" is included on the training schedule for Group 1. The CPTP / Training Coordinator is responsible for ensuring that employees are registered in the classes appropriate to their jobs. Neither CPTP nor DSCS will check this information during the registration process.
- The CPTP / Training Coordinator is responsible for assisting employees in determining their course requirements and deadlines for completing Minimum Supervisory Training Requirements in accordance with the attached Course Requirements and information on Calculating Completion Deadlines.

Course Requirements ([link](#))

Calculating Completion Deadlines ([link](#))

Exceptions to the Training Requirements

- Agency Level Exceptions

If an agency has its own training program, the agency may apply to the CPTP Policy Board 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 CPTP Policy Board to determine that the agency's courses or training program provide appropriate training for the jobs for which the exception is being requested. Approved substitutions shall be reported to the Civil Service Commission.

- Individual Employee Exceptions

An employee may apply to the CPTP Policy Board 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 Group 1 and Supervisory Group 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.

CALCULATING COMPLETION DEADLINES

Minimum Supervisory Training completion deadlines are established based on the employee's permanent (home) position. Reports or queries from the Data Mart and other electronic systems (e.g., ISIS HR) will typically only reflect the job title to which an employee is detailed. Agency Human Resources and/or the agency Training Coordinator will need to determine if the employee's job title is their "home position" or "detailed to position."

- I. **Employees entering a Supervisory Group that have previously not been in job covered by the minimum training policy 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 to 6 total Group 1 classes (essentially 6 days of training required for Group 1); 3 year deadline

Enters Supervisory Group 2 - 5 total Group 2 classes; 4 year deadline (allows time to complete G2 requirements and G1)

Enters Supervisory Group 3 - 4 total Group 3 classes; 4 year deadline (allows time to complete G3 requirements, G2 requirements, and G1 requirements).

(IMPORTANT NOTE: An agency may request approval from the CPTP Policy Board for specific exemptions based on an employee's previous work experience.)

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

Employees who permanently move to a higher level group who have not completed their original minimum requirements will be required to complete requirements for both groups. A new deadline will be established as noted below.

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

Group 1 to Group 1 – there will be 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 – there will be 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 – there will be 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:

Details 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.

(IMPORTANT NOTE: 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.)

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

If an employee is currently in a Supervisory Group and their job is placed in a different Supervisory Group by Civil Service, and the employee has already completed their minimum supervisory training requirements, this policy will not require the employee to complete the classes for the new Supervisory Group. (Agencies may require employees to complete these additional classes.) If the employee has not completed all minimum supervisory requirements at the time of the change, the employee is required to complete the training for the new Supervisory Group. The employee will have 3 years to complete the new training.