



HUMAN RESOURCES

Employee Development and Training Policy

POLICY Number: B-015

26 August 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54; Civil Service Rule 22.10, directives established by the State Civil Service Commission, Minimum Supervisory Training Requirements Policy, LA Governmental Code of Ethics, and SCR 107 of the 2012 Legislative Session.
2. **PURPOSE:** To establish a formal employee development and training policy.
3. **POLICY:** It is the Director's policy that employees of State Civil Service shall complete the applicable training identified in the Minimum Supervisory Training Requirements Policy, Ethics Training, and Sexual Harassment Training. Employees who fail to complete the required training within the time specified may be disciplined or removed from state service.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **PROCEDURES**
 - A. Supervisors shall provide employees reasonable access to required courses.
 - B. Employees are responsible for scheduling and completing the required courses.
 - C. The human resources office shall monitor individual employee progress in completing the required courses. The HR office shall notify the Deputy Director and the Division Administrator when an employee has completed all required training for his/her job or when an employee has failed to complete the requirements within the allotted time.
 - D. When an employee fails to meet the training requirements within the allotted time, the Division Administrator shall provide the Deputy Director a written explanation outlining why the employee failed to meet his requirements along with a recommendation on how to rectify the situation.

6. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet
Director