


MISSOURI DEPARTMENT OF TRANSPORTATION  PERSONNEL POLICY MANUAL	Chapter Title Training and Professional Development		
	Policy Title Employee Training		
	Policy Number 6505	Page 1 of 6	Effective Date April 1, 2022
Approved By Steve Meystrik, Human Resources Director, Signature on File	Supersedes Policy Number 6505	Page 1 of 6	Prior Effective Date April 15, 2020

POLICY STATEMENT

The department intends for all employees to receive the necessary training to perform their jobs and/or prepare them for assuming increased responsibilities. This policy provides guidance for employee training and development in order to maintain a qualified workforce consistent with the needs and mission of the department as stated in the department's Strategic and Business Plans. Supervisors should work with their employees to identify training courses needed for each employee's position and incorporate this into each employee's performance development plan.

DEFINITIONS

Class/Course: A specific training event where participants receive knowledge and development opportunities.

Credit Hour: One clock hour of interaction between a participant and facilitator/trainer or materials which have been prepared to facilitate learning or development.

Internal Training: Any training facilitated/provided through the department's internal resources.

External Training: Any training facilitated/provided by an external vendor.

Fiscal Year: The State of Missouri's fiscal year (July 1 through June 30).

Supervisor Training: Classes/courses and development plans for supervisory job title codes/families.

MoDOT U: MoDOT's learning management system, which is an on-line tool that enables employees to register for classes (including on-line) and view their training records.

On-line/Computer-Based Training (CBT): A class completed by using a computer and/or phone or video conference.

Subject Matter Experts (SME): MoDOT employees called upon to assist in the development and evaluation of training based on their education and experience in a given field of expertise.

Supervisor: An employee in a position of authority with responsibilities for directing, assigning, and evaluating work of other employees, approving or denying requests for leaves of absence of other employees, issuing disciplinary actions to other employees, etc.

PROVISIONS / REQUIREMENTS

1. Classes are available to all employees (supervisory and non-supervisory) to increase their productivity and effectiveness. Classes can be required as a development opportunity by an employee's supervisor. Employees must obtain their supervisor's approval prior to enrolling in and attending any class. A supervisor may approve attendance for classes for the employee's current position if the supervisor believes the training would be of benefit to the employee's development.
2. Supervisors must dedicate time toward their own professional development, no less than an average of one (1) hour each week. All professional development hours should be in training areas that can reasonably be expected to help improve work performance, help take on increased responsibilities within the department, or help meet the goals of the strategic plan for each fiscal year.
3. Supervisors who fail to provide reasonable opportunities for their employees to complete required training within the specified timeframes may be subject to disciplinary action. Failure of employees to complete required classes or courses and the failure of supervisors to ensure that their employees complete required training should be considered when determining if their performance expectations have been met and could lead to disciplinary action. In cases where employees fail to take a required training within a specified period of time due to their refusal to sign a repayment agreement form, the supervisor shall not be subject to disciplinary action.
4. Supervisor Training

All supervisors **must** complete training in the following topics within two months of their initial appointment to a supervisory position: Professional Development and

Performance Management, Employment Law and Legal Issues, Diversity, Cyber and Workplace Security, and Safety. They **must** also complete training in the following topics within six months of their initial appointment to a supervisory position: Mentoring and Coaching, Interviewing, Project Management and Continuous Improvement, Communication, and Leadership Development. See the Core Workforce Values Training Matrix for specific courses identified to satisfy these training topics. Additionally, all supervisors must complete training to maintain knowledge in these topics on an annual basis. The MoDOT Drug and Alcohol Training for Supervisors is required every year – even years will be in-person (or virtual) and odd years will be completed via CBT.

5. The MoDOT Employee Enrichment Zone (MEE Zone) is a program designed to provide employees work time to access resources to help balance their work and other obligations by making community resources and employee benefits easily available. Full-time employees are allowed up to 24 hours of work time per calendar year to utilize MEE Zone resources. This is in addition to training required for an employee's job title and training expectations specified by their supervisor. Permanent part-time employees and seasonal employees may utilize up to 12 MEE Zone hours per calendar year.

6. Computer Based Training (CBT)

The department may provide opportunities for employees to satisfy training needs through the use of on-line or CBT. Employees are responsible for following the criteria regarding attendance, standard rules of conduct, and working hours as outlined in this and other relevant policies. Participation in CBT must be approved by an employee's supervisor prior to enrolling.

7. Training Records and MoDOT U

The Human Resources Division – Employee Development (HRED) will administer MoDOT U. See Procedure 6505, "Employee Training," for additional information.

MoDOT U Catalog lists classes that can be taken either in person or on-line through MoDOT U and that may be contained in or added to development plans tailored to each employee's job title code/family.

To receive credit, employees must:

- A. Have their supervisor's approval prior to enrolling in or attending a class or completing CBT.
- B. Meet all course requirements.
- C. Attend the full period for classes or courses.
- D. Complete all assignments and tests to receive credit for course completion.

Employees will have access to their MoDOT U transcript that includes the classes in which they are enrolled or that they have completed, and status information. This information can be used with performance management as a development tool.

8. Certifications and Credit Hours

Training credit hours will be tracked in MoDOT U. Individual professional certification boards have approval authority for the hours (continuing education units, professional development hours, and credit hours) they accept for certification. Ultimately it is the employee's responsibility to follow through and submit their specific documentation supporting their professional development. MoDOT U provides a transcript of all classes enrolled in or completed, which may be helpful to meet professional registration or other requirements.

9. Request for Training or Authorization to Purchase External Training

If a supervisor perceives that a training need cannot be met by any available internal training, they should consult with HRED to determine whether external training is available that can meet the training need. This does not include seminars or conferences attended by individual employees at the request of or permission by their supervisor. The HR Division will work with the appropriate district engineers or division leaders/state engineers and SME to determine whether external training is appropriate and how best to provide the training, as well as to determine if repayment provisions will apply.

If an evaluation of training needs indicates that a certain training will benefit MoDOT (regionally or statewide), the appropriate district/division will consult with the HR Division to provide an implementation plan which may include use or modification of an existing course, development of a new internal course, or purchase of a course from an outside vendor. Training requests will be implemented as resources and priorities allow.

Credit for training completed at other agencies (state or non-state) that is comparable to MoDOT's will be reviewed on a case-by-case basis by the appropriate district/division. If such training is approved, the approving authority will designate the information that will be entered into MoDOT U for record keeping purposes.

10. Repayment

A. In cases where attending an external training/conference/seminar has been approved and represents a considerable expenditure (generally costing over \$1,000 per employee), a P-26 form, "External Training Repayment Agreement Form," (see "Forms" section of policy) must be signed by the employee, their

supervisor, and a local HR representative prior to taking/enrolling in the training/conference/seminar.

- B. If an employee fails to sign the P-26 form, they are responsible for paying all of their expenses associated with the training/conference/seminar. Additionally, if the training/conference/seminar is required and the employee fails to complete/attend the training/conference/seminar within a specified period of time as required by their immediate supervisor, disciplinary action up to and including termination may occur.
- C. By signing the P-26 form, the employee agrees to repay the department 100 percent of the expenses identified on the P-26 form, should their employment be terminated for any reason, voluntarily or involuntarily, within twelve (12) months of the date of attending/completing the training/conference/seminar. Expenses subject to the repayment requirements include, but are not limited to, any costs associated with attending/completing the training/conference/seminar, excluding any lodging/meal/travel expenses. In cases where lodging/meals/travel expenses are not distinguishable or separate from training/conference/seminar expenses, then lodging/meals/travel expenses may be considered eligible for repayment. See Procedure 6505, "Employee Training," for additional information.
- D. The repayment amount must be reimbursed within 30 days of the effective termination date of employment.
- E. Any expenses inadvertently reimbursed to an employee in excess of the stated amounts allowed under this policy, unless otherwise previously authorized, may also be recovered from the employee by the department under the procedures outlined herein.
- F. Financial Services Division – Payroll will coordinate and handle the collection of employee repayment on behalf of the department. See Procedure 6505, "Employee Training," for additional information.

11. Training and Working Hours

The department adheres to the guidelines stated in Personnel Policy 3000, "Working Hours and Overtime," as it applies to time spent completing training. Although training classes should have set schedules as to when they will begin and end, the department recognizes that some classes may exceed the scheduled time or finish early. It is the responsibility of the employee to obtain their supervisor's approval for attendance and the time spent completing training.

CROSS REFERENCE

[Personnel Policy 3000, "Working Hours and Overtime"](#)

FORMS/ATTACHMENTS

[MoDOT U Course Number Request Form](#)

[P-26, External Training Repayment Agreement Form](#)

[Core Workforce Values Training Matrix](#)

MoDOT Employee Enrichment Zone (MEE Zone)

PROCEDURE

[Procedure 6505, "Employee Training"](#)