
DIVISION STAFF TRAINING:

Staff paid training opportunities

Directive 1.18

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Forms: DSPD Staff Paid Training Request Form

Purpose:

This directive establishes policy and procedures for providing paid training and development opportunities for DSPD staff. These opportunities are provided in order to meet job performance requirements by enhancing staff competencies and developing their fullest potential.

Definitions:

Division (DSPD) - means the Department of Health and Human Services Division of Services for People with Disabilities.

Paid Training Opportunity - means an external training opportunity that enhances staff competencies, and that is paid for by the division.

Staff - means an employee of the Division of Services for People with Disabilities.

Team administrator - means either the office director or the administrator who supervises staff and reports to an assistant division director. (See the [DSPD Organizational Chart](#) if you are unsure who your team administrator is).

I. Policy:

1. Policy for paid training opportunities for DSPD staff:

- a. All permanent full-time or part-time DSPD staff are eligible to attend appropriate paid training that enhances their competencies and that is aligned with their job role and responsibilities. The training must also be consistent with the vision and key functions of the division.
- b. DSPD staff will follow the procedures as described below in Section II Procedures (1), to apply for funding for the requested training.

- c. Limits.
 - i. For requests that exceed \$500 per staff within a fiscal year, prior approval from the division director is required.
 - ii. Requests that involve out-of-state travel require prior approval from either the DHHS executive director, deputy director, or assistant deputy director.
 - iii. Travel request procedures are outlined in DHHS policy 2-09 and are processed in accordance with state finance policy FIACCT 10 - Travel.

II. Procedures:

1. Procedures for submitting paid training opportunity requests for DSPD staff:

- a. To request funding and approval for a paid training opportunity, DSPD staff must do the following:
 - i. complete the [Paid Staff Training Opportunity Request Form](#).
 - ii. forward the completed request to their team administrator for approval;
- b. The team administrator will be allocated a limited budget at the start of the fiscal year;
- c. The team administrator will approve training requests that are within the approved budget;
- d. It will be the responsibility of the team administrator to track their team's budget and to ensure that training costs stay within budget.
- e. For requests that exceed \$500 per staff within a fiscal year, or that involve out-of-state travel, the DHHS executive director, deputy director, or assistant deputy director must pre-approve the request.
 - i. Travel request procedures are outlined in DHHS policy 2-09 and are processed in accordance with state finance policy FIACCT 10 - Travel.
- f. Approved training request forms will be sent to the DSPD finance director for tracking and audit purposes.

2. Criteria for reviewing individual paid training opportunity requests.

When evaluating a staff request for a paid training opportunity, the team administrator will apply the following criteria for review and approval:

- a. priority will be given to any training that maintains a staff's required licensure, or that supports essential business purposes.
- b. Does the training provide the staff with skills necessary to maintain or improve their job performance, or implement DSPD's mission, values, and priorities; and,
- c. Is the training relevant to the staff's current work?
- d. Further criteria will consider budget constraints and the total cost of the training, including travel and per diem, where applicable.
 - i. Preference will be given to trainings that have limited traveling costs.

- e. Review and approval of requests for paid training opportunities will also consider:
 - i. the availability of similar training through other resources;
 - ii. the extent to which the staff's job-related competencies and subsequent performance will be improved by the training;
 - iii. other training and developmental activities that have previously been taken by the staff;
 - iv. the availability of other trained staff to do the same required work;
 - v. the likelihood of the training to effectively increase the staff's efficiency and productivity.