



<b>UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES</b>		
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<b>DIVISION STAFF TRAINING</b>		
<b>RATIONALE:</b> The intent of this policy is to establish procedures for providing paid training and professional development opportunities that strengthen staff knowledge and skills, support job performance requirements, and promote employee growth and potential.  Authorizing Code: 26B-6-403 Rule: NA DHHS Policy: 2-09 Forms: Paid Staff Training Opportunity Request Form		
<b>Original Effective: NA</b>	<b>Revision: 3/3/2026</b>	<b>Next Review Due: 3/1/2030</b>

**I. DESCRIPTION**

This policy establishes guidelines for providing paid training and development opportunities for division staff. These opportunities are provided to meet job performance requirements, enhance staff competencies, and develop staff to their fullest potential.

**II. DEFINITIONS**

The following terms are defined for this policy as:

- A. **Division:** the Division of Services for People with Disabilities, as defined in Section 26B-6-401.
- B. **Paid training opportunity:** means an external training opportunity that enhances staff competencies, is paid for by the division, and where the time spent on the training is considered paid time for the employee.
- C. **Staff:** means an employee of the division.
- D. **Team administrator:** means either the office director or the administrator who supervises staff and reports to an assistant division director. For staff who report directly to the division director or to an assistant division director, they shall serve in the same role as the team administrator for this policy. (See the [DSPD Organizational Chart](#) if you are unsure who your team administrator is).

### III. **POLICY.** Policy for paid training opportunities for division staff.

- A. All permanent full-time or part-time division staff are eligible to attend appropriate paid training that enhance their competencies and align with their job role and responsibilities. The training must also be consistent with the vision and key functions of the division.
- B. Time-limited (TL) full-time or part-time staff may, at the discretion of the division director, also be eligible to attend paid training. The TL staff may request training through a recommendation to the division director from their team administrator.
- C. Limits.
  - 1. Prior written approval from the division director is required for requests that exceed \$500 per individual staff within a fiscal year.
  - 2. Requests that involve out-of-state travel require prior written approval from either the DHHS executive director, deputy director, or assistant deputy director.
  - 3. If three or more travelers intend to travel to the same out-of-state event, each **traveler** must submit an EDO-approved multiple traveler justification form.
  - 4. Travel request procedures are outlined in DHHS policy 2-09 and are processed in accordance with State finance policy FIACCT 10 - Travel.

### IV. **PROCEDURE**

- A. Procedures for submitting paid training opportunity requests for division staff.
  - 1. To request funding and approval for a paid training opportunity, division staff shall:
    - a) complete the [Paid Staff Training Opportunity Request Form](#); and
    - b) forward the completed request to their team administrator for approval.
  - 2. The team administrator shall be allocated a limited budget at the start of the fiscal year.
  - 3. The team administrator may approve training requests that are within the approved budget.
  - 4. The team administrator shall track their team's budget to ensure that training costs stay within their allocated budget. Tracking sheets are located in the DHHS\_DSPD Management shared drive, under Office of Finance > DSPD staff information.
  - 5. Approved training request forms shall be sent to the division finance director for tracking and audit purposes.
- B. Criteria for reviewing individual paid training opportunity requests.

The team administrator shall apply the following criteria for review and approval when evaluating a staff request for a paid training opportunity.

- 1. Priority shall be given to any training that maintains a staff's required licensure, or that supports essential business purposes.
- 2. The team administrator shall consider whether the training provides the staff with skills necessary to maintain or improve their job performance, or implement the division's mission, values, and priorities.
- 3. The team administrator shall consider whether the training is relevant to the staff's current work.
- 4. The team administrator shall consider budget constraints and the total cost of the training, including travel and per diem, where applicable. Preference shall be given to trainings that have limited travel costs.

5. The team administrator shall also consider:
  - a) the availability of similar training through other resources;
  - b) the extent to which the staff's job-related competencies and subsequent performance will be improved by the training;
  - c) other training and developmental activities that have previously been taken by the staff;
  - d) the availability of other trained staff to do the same required work; and
  - e) The likelihood of the training to effectively increase the staff's efficiency and productivity.