NEVADA DEPARTMENT OF AGRICULTURE
TRAINING/EMPLOYEE DEVELOPMENT
POLICY #AG-1-HR-15

PURPOSE:

To provide procedures and guidelines to all department employees to be used when registering and requesting approval for training classes offered by the State of Nevada or other continuing education or training specific classes or courses required to perform in their job specialty.

POLICY:

It is the policy of the Department of Agriculture to provide and support, within budgetary constraints, job-related training opportunities to all employees within the department when that training is: needed to enable the employee to perform the responsibilities of his or her position or update the employee's skills, knowledge or technical abilities in his current position; or, is beneficial to the department's operation or is required by state, department or federal regulations.

SCOPE:

This policy applies to all employees of the Department of Agriculture.

REFERENCES:

Nevada Revised Statutes (NRS) 284.343, 284.345 and 284.338; Nevada Administrative Code (NAC) 284.482 through 284.510; State Administrative Manual (SAM) 0521 and Nevada Employee Action and Timekeeping System (NEATS) Employee Development, Division of Human Resource Management (DHRM) Procedures.

FORMS:

As currently provided by the DHRM, NEATS System Online Registration.

RESPONSIBILITY:

1. Employees shall be responsible for:
    a. Reading, understanding and complying with the procedures and guidelines of this policy and NAC 284.482 through 284.510.

2. Each Supervisor or Division Administrator shall be responsible for:
    a. Ensuring all assigned employees receive training mandated by state or federal regulations and/or required as a condition of employment, within the timeframes required.

b. Reviewing and approving training requested by employees under their jurisdiction following the procedures and guidelines outlined in this policy.
c. Monitoring employees' attendance and completion of training courses and offering appropriate guidance when needed.

3. Agency Human Resource Services (AHRS) shall be responsible for:
   a. Providing assistance to supervisors and employees in the interpretation and explanation of this policy and the State of Nevada DHRM regulations.
   b. Updating employee training records in NEATS when employee submits proof of training completed outside and separate from state provided training.
   c. Monitoring employee training records and notifying Department management and providing guidance on action to be taken on issues of non-compliance to regulations or employee's failure to complete training where costs may need to be reimbursed.

PROCEDURES:

1. **Developing Training Plan:** Each Division Administrator shall establish a comprehensive training plan for their division that identifies required training needs for all Division employees. In developing this training plan, typical areas to be evaluated include:

   a. Performance requirements for all job categories in the division;

   b. State mandated training requirements in areas such as supervision, management, safety, sexual harassment prevention, information security, etc.;

   c. Training required or mandated for certain job categories, such as Peace Officers' Standards and Training (POST) training requirements, Commercial Driver's License (CDL) required training, Environmental Protection Agency (EPA), pesticide training, etc.;

   d. Costs related to obtaining Professional Development Hours (PDH) or Continuing Education Units (CEU) (if deemed to be in the best interest of the Department);

   e. Training sponsored through professional organizations or participation in professional conferences and meetings;

   f. In-house or on-the-job training requirements;

   g. Training anticipated for upcoming technological and legal developments;

h. Out of state training anticipated;

i. Training that will increase the professional competence of employees, or increase the number of qualified employees in areas for which the department has difficulty in recruiting or retaining employees;

j. Budgeting needed to cover all associated costs of training; and

k. A system needed to evaluate the effectiveness of training plan established.

2. **Budgeting For Training:** Per NAC 284.486, money for training must be used to produce the greatest benefit in relation to the total cost of the training. Factors to be considered when developing the training budget may include:

   a. Immediate and essential training priorities of the division;

   b. Identifying training that can be completed online;

   c. Identifying all classroom training that can be completed through training classes offered by DHRM or other state agencies, free of charge;

   d. Identifying specific employees or positions that require specific, mandated state training or other specialized training as a condition of employment;

   e. Calculating all possible per diem costs anticipated for both in state and out-of-state training;

   f. Determine training that can be scheduled locally to limit per diem costs; and

   g. Calculating all equipment and material costs associated with in-house training.

3. **Registering For Training Offered Through NEATS:** Free training courses are offered to state employees in a variety of subject areas relevant to public service. Employees register online through NEATS Online Professional Development Center. NEATS provides clear, step by step instructions to employees on enrollment procedures.

   a. Following NEATS instructions, the employee registers online for the course or courses he wishes to attend. The request will be displayed as "Pending Approval" and the employee's supervisor will be notified in NEATS of the request pending approval.

b. The supervisor will review the enrollment request, consider the appropriateness of the location and time of the training and relevance to employee's training needs and either approve or deny the request.

c. Once approved by the supervisor, NEATS will send an email to the employee advising the class was approved.

d. NEATS will also notify Agency HR Services (AHRS), that the employee was approved to attend the class.

e. The NEATS system tracks all employees' training, and completed courses are documented on the employee's individual transcripts. NEATS will notify the employee if a class has been cancelled. The system also documents when an employee does not complete a class or drops the class and notifies AHRS of the employee's incomplete status.

f. When an employee attends professional training courses or conferences, which are for continuing education credit or other training outside those offered by NEATS, a copy of the certificate of completion should be submitted to AHRS for inclusion in the personnel file and entry into their NEATS official transcripts.

4. **Mandatory State Training:**

   a. Mandatory State Training is identified in NAC 284.482 through 284.522.

5. **Public Enrollment Courses:** These are public courses or formal training seminars offered by outside vendors including professional organizations, Continuing Education Divisions of the University and Community College System of Nevada, and private companies.

   a. Employees or their supervisors shall request all training offered outside the NEATS system by completing the internal "Request for Training" form.

   b. The completed form is forwarded to the employee's immediate supervisor and division administrator for review and signature approval.

   c. When in-state training request fees and per diem costs exceed $2,000.00, signature approval must be received from the Director or his designated representative.

   d. All out-of-state training requests require signature approval from the Director or his designated representative.

6. **Release Time to Attend Training:**

   a. When the supervisor requires or recommends the training, the supervisor must grant the employee release time to attend training. Release time is considered time worked. The supervisor is also responsible for approving any overtime earned as a result of such training.

   b. When the employee requests training, the supervisor may:
      i. Grant the employee release time, but not overtime;
      ii. Require the employee to take approved leave for the work time spent to attend the training; or
      iii. Deny the request. Approval must be reasonably withheld and the reason for denial must be provided to the employee in writing.

7. **Reimbursement or Pre-payment for Training or Education:** Fiscal Services, Accounts Payable Section processes voucher payables for all training approved.

   a. The department may prepay the cost of the training or education; or

   b. The department may reimburse the employee for the expense of the training or education only after successful completion of the training.

   c. When appropriate, and based on guidelines discussed with Agency HR Services, the department may enter into an agreement with an employee requiring the employee to reimburse the department for amounts pre-paid on the employee's behalf, if the employee fails to successfully complete the training pursuant to NAC 284.490.

   d. The employee is responsible for diligently pursuing training courses either assigned by the supervisor or requested by the employee, and notifying the supervisor:
      i. If they cannot attend the class. Notification must be given with sufficient time to allow a replacement to be sent or enrollment to be cancelled with a full refund.
      ii. If they are having difficulties learning or completing any assigned course material.
      iii. If a situation arises that will prevent their successful completion of a course.
      iv. Of any needed resources or assistance to help apply the training to the workplace.
      v. Providing proof to the supervisor and AHRS that the employee has successfully completed any approved training course within thirty (30) days of course completion.

e. The supervisor/manager is responsible for monitoring employees' attendance and completion of training courses and offering appropriate guidance when needed.

f. The supervisor/manager shall also be responsible for notification to vendors on any student cancellations, changes or withdrawals and determining a replacement or requesting a refund.

POLICY COMMUNICATION:

All employees with the Department of Agriculture will be provided with a copy of this policy. Supervisors will ensure all assigned employees are aware of the requirements of this policy. Supervisors or employees needing clarification should contact AHRS, their supervisor, or their Division Administrator for more information.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

3/28/13
Date

APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.
Effective Date

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).

NEVADA DEPARTMENT OF AGRICULTURE

REQUEST FOR TRAINING (OUTSIDE NEATS SYSTEM)

Name: _____ **Employee ID:** _____

Division: _____ **Budget/Category#:** _____

Explanation of Training:

_____

_____

_____

Vendor Name: _____

Vendor Address: _____

_____

Cost of Training: _____

Estimated Per Diem Costs: _____

Location: _____ **Departure Date:** _____
Return Date: _____

Employee Signature: _____

Supervisor Signature: _____

Division Administrator Approval: _____

Director Level Approval: _____
(Required for Out-Of State Training or when training costs exceed $2,000.00.)