

**MISSOURI DEPARTMENT OF TRANSPORTATION**

**PROCEDURES MANUAL  
FOR PERSONNEL POLICIES**



<b>Procedures for Policy Number and Title</b> 6505, "Employee Training"	<b>Effective Date of Procedures</b> November 15, 2024
<b>Approved By</b> Ashley Halford, Human Resources Director, Signature on File	<b>Supersedes Procedures Dated</b> June 30, 2023

**DEFINITIONS**

Core Workforce Values Training: Specific classes that are required for all employees or certain segments of the workforce as determined by Central Office Human Resources to meet department requirements. These classes are not one-time-only training efforts and can be provided internally, externally, and/or through on-line computer-based training.

**PROCEDURES**

1. Training Records

The Human Resources (HR) Division will administer MOVERS Learn, by doing the following:

- A. Providing access to district/division/office system administrators.
- B. Coordinating administration of all course codes.
- C. Inputting and maintaining employee records for courses trained by the HR Division.
- D. Tracking the number and type of external courses taken for future consideration of course development.

The designated system administrator in the appropriate district/division will be responsible for inputting and maintaining attendance records for all classes provided by them or their work units.

2. Class Cancellation

Class cancellation shall be at the discretion of the appropriate division for Central Office and district engineers for the districts.

MOVERS Learn Course Numbers

- A. Districts/divisions that need to register training within the LMS must submit a written request to Central Office Human Resources - Employee Development (HRED) prior to the training being offered to allow enough time for review. Upon receipt of the written request and a subsequent review of the request, HRED will advise the requesting district/division of the approval or denial of the request. Requests should be made for internal and external training initiatives.
3. Employees need to code their timesheet to Activity Code R826 for time spent developing, delivering or attending training. Training is defined as anything that is a developmental opportunity for an individual to learn and/or practice a skill or behavior. This includes attendance for classroom sessions, seminars, webinars, online trainings or conferences.

If an employee typically charges time to a project/job number that is federally reimbursable, their time for training should be coded to the same federally eligible project/job number with the appropriate Activity. If an employee does not charge time to a federally eligible project/job number, their time for training should go to their normal TDFault code with the appropriate Activity.

If an employee is the trainer of a training, conference, convention, seminar or workshop and the presentation is related to the project/job number that employee typically codes time to, then the employee's time would be eligible for federal reimbursement under their normal routine coding. If it is not related, the employee's time should follow their normal TDEfault or routine time coding.

4. Required Training

The HR Division, in consultation with the district engineers/division leaders/state engineers, will determine which classes will be required for their positions. The appropriate business unit leader will issue a communication to all affected employees and their supervisors notifying them of the required training. It is the employee's and their supervisor's responsibility to plan and/or complete the required training by the established deadlines. Classes offered outside the department may sometimes be used to satisfy this requirement. If an employee wishes to use external training to meet this requirement, the employee should submit supporting material, prior to enrolling, to the HR Division. The HR Division,

in consultation with subject matter experts, will determine whether or not the external training meets the guidelines identified for required training.

Newly hired employees must complete Core Workforce Values Training within 90 calendar days of hire. New supervisory employees must complete required Core Workforce Values Training within the specified time frame as outlined in the Core Workforce Values Training Matrix.

#### Core Workforce Values Training – Administrative Guidance

- A. Course content for Core Workforce Values training cannot be revised, modified, or altered unless approved by HRED. This includes no substitution or alteration of video and/or DVD presentations, Power Points, manuals, training guides, handouts, or any related materials that might be included within the training course/class.
- B. Core Workforce Values classes will be periodically reviewed by Central Office HR along with districts/divisions to ensure appropriateness of content, as well as to update materials. Districts/divisions can request revisions or alterations to training by contacting Central Office HRED.
- C. Core Workforce Values classes will include recommended providers/trainers for each course/class within the respective training guides.

#### 5. Notification of Terminations

- A. The local HR representative should immediately notify the Central Office HR Employment (HREmp) unit when there is an employment termination of an employee with a repayment obligation.
- B. Central Office HREmp will notify Central Office Financial Services Division – Payroll of the termination of any employee for whom repayment provisions will apply.

#### 6. Repayment

- A. The P-26, “External Training Repayment Agreement Form,” must be completed as required by Personnel Policy 6505, “Employee Training.”
- B. It is the responsibility of the district HR and district support service functions to ensure that the requirements of Personnel Policy 6505, “Employee Training,” are met. Therefore, it is each district’s/division’s responsibility to ensure that sufficient processes are established to make certain that the requirements of Personnel Policy 6505 are met. Specifically, this means ensuring that when

- circumstances within Personnel Policy 6505 require a P-26 form to be completed, that such form is completed prior to the training taking place. The immediate supervisors of employee(s) with a P-26 form must understand the repayment timeline obligations and their subsequent responsibility to immediately inform local HR offices of any employment termination, voluntary or involuntary, that occur within the repayment obligation timeframe.
- C. The completed P-26 form should be forwarded to the local HR office. The local HR office is then responsible for ensuring that the following parties receive a copy of the form for recordkeeping:
- 1) Employee
  - 2) Employee's immediate supervisor
  - 3) Local HR office
  - 4) Local support services office
  - 5) Central Office HREmp office
- D. If an employee fails to sign the P-26 form, they are responsible for paying all of their costs associated with the training/conference/seminar. Additionally, if the training/conference/seminar is required and the employee fails to complete the training/conference/seminar within a specified period of time as defined by the employee's immediate supervisor, disciplinary action up to and including termination may occur.
- E. By signing the agreement, the employee agrees to repay the department 100 percent of the costs identified on the P-26, "External Training Repayment Agreement 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.
- F. The repayment amount must be reimbursed within 30 days of the effective termination date of employment.
- G. The employee, upon being notified that they owe money to the department under this policy, will be allowed a review period of no more than two business days to contest any or all of the repayment expense amounts owed. The department will provide the employee with documentation that supports the repayment expense amounts owed by the employee to the department under this policy. The employee's review period of two business days will begin when the department provides the employee with the documentation.
- H. An employee can elect to make a personal payment to repay all or a portion of the repayment amount owed instead of having money withheld from their remaining paychecks and/or remaining annual or compensatory leave balance.

However, if the employee requests to pay by personal payment, the payment must be made by the end of the “review period.” If personal payment is not for the full repayment amount owed, then the remaining amount owed will be withheld from remaining paychecks and/or remaining annual or compensatory leave balances.

- I. If the full repayment is still not recovered by means of salary withholding and/or remaining leave balances withholding, the department may establish a payment plan with the employee for the remaining amount.
- J. If a payment plan is not entered into, or if an employee fails to comply with the established terms and conditions of the payment plan, the department may elect to pursue any or all lawful means to collect the repayment owed to the department.
- K. The immediate supervisor, upon being notified of a voluntary or involuntary termination, must immediately notify the local HR or support services representative to determine if repayment provisions apply. The local HR representative must immediately notify Central Office HREmp and Central Office Financial Services Division - Payroll if there is a repayment obligation.

### **FORMS**

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

### **ATTACHMENT**

[Core Workforce Values Training Matrix \(modot.org\)](#)