

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY #</b> HR 9
<b>Title:</b> Employee Training and Development		
<b>Effective Date:</b> October, 1996	<b>Administering Authority:</b> Human Resources Dir.	
<b>Revisions:</b>		
<b>Statutory Authority (if applicable):</b>		

**Purpose:** To provide training guidelines for Department employees.

**Scope:** All Commerce employees except ITS and ESC.

**Policy:**

It is the policy of the DOC that management initiate and maintain an operative system of employee training and development that adheres to the State Personnel Commission policy and guidelines. This policy is to provide training and development for DOC employees and is designed to:

- Improve productivity, effectiveness, and efficiency of government service by developing and better utilizing the talents, abilities, and potential of employees.
- Help employees develop their knowledge, skills, and abilities so that they might become better qualified to perform the duties of their present jobs and advance to more responsible positions.
- Provide for the development of supervisors capable of organizing and developing effective management systems for the accomplishment of DOC's goals and objectives.
- Alleviate labor market shortages and reduce personnel turnover.
- Prepare employees to deal more effectively with growing social, scientific, and economic problems faced by government by making use of advances in professional and vocational knowledge and technology.

The DOC has a responsibility for training and developing its employees. It is responsible for assuring that training programs geared to specific agency needs are planned, budgeted, and established and that employees participate in these programs. In addition DOC will work closely with the office of State Personnel to promote use of interagency training programs and resources wherever possible.

DOC Division Directors and supervisors have the initial responsibility for training and developing employees. In fulfilling this responsibility, managers and supervisors should identify the individual training needs of their employees and work with employees to prepare and effect plans for their development. Such plans should make use of on-the-job training including individual and group instruction by supervisors, formal training and educational activities, and rotational assignments to provide greater depth and a wider base of experience.

DOC employees at all levels ultimately retain an obligation for their own development and education and it is expected that employees will advance their own careers through appropriate self-education and self-improvement.

Payment for training costs and providing time for attending training shall be based on the following guidelines and are subject to the Supervisor's and Division Director's review and approval:

1. When determined by management that the training is directly job related and either necessary in the performance or improvement of performance on the job, the agency will pay for all tuition costs, fees and necessary books or other materials needed for the training. The employee shall be granted educational leave or receive compensatory time off for the purpose of traveling to and from and attending the training.
2. When specific training to enhance the employee's general knowledge in the general area of work or possibilities for promotion, but did not considered directly job related or necessary in the performance or improvement in performance on the job, the agency will pay tuition costs and necessary fees for the training. The employee shall attend training on their own time when possible. Supervisors should work with employees to allow time to be made up, if necessary, in order to attend this type of training.

Payment by the agency for any training is always subject to the availability of funds.

For information on financial assistance for coursework , please see the Department's Educational Assistance Policy.