

**RULES
OF
DEPARTMENT OF HUMAN RESOURCES**

**CHAPTER 1120-08
LEARNING AND DEVELOPMENT**

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1120-08-.01 LEARNING AND DEVELOPMENT PROVIDED BY THE DEPARTMENT. Structured learning and development is a process which provides agencies with programs and activities linked to their goal achievement and performance improvement.

- (1) The Department provides learning and development in the areas of leadership development, talent management, performance management, and professional skills. Learning and development activities in each agency will be coordinated through an agency designee.
- (2) The Department may grant Continuing Education Units (CEUs) for learning and development which meets national standards. One (1) CEU unit shall be granted for each ten (10) hours of instruction.
- (3) The Commissioner must approve agency requests for learning and development not offered by the Department and related to agency job requirements.
- (4) The Commissioner must approve requests for CEUs for the learning and development not offered by the Department and related to agency job requirements.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, and 8-30-205. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-08-.02 REQUESTS FOR CONTINUING EDUCATION AND LEARNING. Upon the identification of a specialized technical need by the agency, an employee may be eligible for continuing education from higher education, vocational, and professional institutions. Employees, in consultation with the agency, may select one of the following continuing education options:

- (1) Full-time Education. Full-time education lasts for more than eighty (80) workdays and may require residency at an institution or facility. During the program, the employee is relieved of regular job responsibilities;
- (2) Part-time Education. Part-time education lasts for less than eighty (80) workdays and is held during the employee's regular work hours. The employee maintains regular job responsibilities during this program;
- (3) Short-term Learning. Short-term learning consists of seminars, short courses, and educational workshops that last for less than eighty (80) workdays. The employee maintains regular job responsibilities during this program; and

(Rule 1120-08-.02, continued)

- (4) After Work Hours Education or Learning. After work hours education or learning consists of seminars, short courses, and educational workshops and is held outside the employee's scheduled shift. The employee maintains regular job responsibilities during this program.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, and 8-30-205. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-08-.03 CONTINUING EDUCATION AND LEARNING. All state employees are eligible to participate in continuing education and learning related to their current job assignment, subject to the recommendation of the appointing authority and the approval of the Commissioner and the Commissioner of Finance and Administration.

- (1) Criteria. The Commissioner may approve continuing education and learning based on any of the following criteria:
 - (a) Lack of availability of programs offered by the Department;
 - (b) Job relatedness;
 - (c) Cost-effectiveness; or
 - (d) Availability of programs in public Tennessee higher education institutions;
- (2) Appointing Authority Responsibilities. The appointing authority must:
 - (a) Submit to the Commissioner, in advance, an approval request for each employee to attend continuing education and learning;
 - (b) Monitor employee attendance and performance; and
 - (c) Document completion and maintain a public record.
- (3) Salary and Related Expenses. In the event the appointing authority grants reimbursement to the employee for salary and related expenses, the appointing authority must approve, in advance, reimbursement for the following and submit the authorization to the Commissioner:
 - (a) Travel. Reimbursement shall be for travel in accordance with the State's comprehensive travel regulations;
 - (b) Tuition. The appointing authority shall approve tuition reimbursement subject to the approval of Finance and Administration; and
 - (c) Salary. Salary payment is based on the following types of continuing education and learning:
 - (i) Full-time. Employees in full-time education shall receive seventy-five percent (75%) of their regular salary. When the State requires an employee to obtain additional education, employee compensation is possible at full salary with the prior approval of the Commissioner and the Commissioner of Finance and Administration. If an employee receives salary assistance through scholarships, fellowships, grants or other outside sources, the total amount received from the State and outside sources during the continuing education period shall not exceed the employee's regular salary. The employee must submit a notarized statement of salary funding and sources to the appointing authority.

(Rule 1120-08-.03, continued)

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, and 8-30-205. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Amendment filed August 25, 1994; December 29, 1994. Amendment filed October 25, 1995; effective February 28, 1996. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-08-.04 EXCLUSIONS. Annual conferences, symposiums, conventions, official meetings, summits, and expositions do not require approval by the Commissioner.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, and 8-30-205. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Amendment filed August 25, 1994; December 29, 1994. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-08-.05 REPEALED.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204 and 8-30-205. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Amendment filed August 25, 1994; December 29, 1994. Repeal filed December 14, 2010; effective May 31, 2011.