TN Department of Human Resources

POLICY

Approved by: Rebecca R. Hunter, Commissioner	**Policy Number:** 12-051
Signature: Rebecca R Hunter	**Supersedes:** New
Application: Human Resources Officers, Agency Training Officers	**Effective Date:** October 3, 2012
Authority: T.C.A. § 8-30-104, T.C.A. § 8-30-105	**Rule:** 1120-08

Subject:

Maintaining Learning and Development Records

Each agency shall maintain a record of every employee's learning and development activities. In order to facilitate the keeping of these records, each state agency shall designate an employee to maintain a record of each employee's learning and development activities. The agency's designee shall submit a report containing the record of every employee's participation in learning and development workshops sponsored by the Department of Human Resources. The attendance record of each employee shall be entered into Edison ELM and reported to the Division of Strategic Learning Solutions of the Department of Human Resources using an official form provided by Strategic Learning Solutions.

Questions regarding this policy may be directed to the Division of Strategic Learning Solutions.