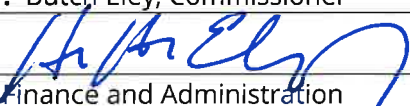




# POLICY

<b>Approved by:</b> Butch Eley, Commissioner	<b>Policy Number:</b> 38 (Rev. 12/20)
<b>Signature:</b> 	<b>Supersedes:</b>
<b>Application:</b> Finance and Administration Employees	<b>Effective Date:</b> May 5, 2018
<b>Authority:</b> T.C.A. § 8-30-104, T.C.A. § 8-30-105, T.C.A. § 8-30-313	<b>Rule:</b> 1120-08

**Subject:**

## Mandatory Learning and Development

The purpose of this agreement is to outline employee development workshops required for all employees and supervisors within Finance and Administration (F&A). This policy sets forth F&A's commitment to ensuring compliance with state and federal laws, while developing and sustaining a high-performing workforce to achieve F&A's strategic business goals and objectives. Employees and their supervisors shall monitor the requirements for changes and maintain the highest level of compliance with state and federal laws.

### F&A Required Learning for *Employees*

It is the agreement of F&A that all *employees* are required to participate in the following learning and development workshops in addition to or in combination with those outlined in the [DOHR Mandatory Learning Policy 12-050](#) as well as Individual Performance Plan (IPP) work outcomes which may include technical training requirements:

All employees shall complete the following required courses within three (3) months of hire/transfer:

- Competency Learning: G.R.E.A.T. Customer Service
- Competency Learning: Integrity and Trust.

All employees shall complete the following required courses within twelve (12) months of hire/transfer:

- Competency Learning: Action Oriented;
- Competency Learning: Planning and Priority Setting [Time Management];

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- Competency Learning: Problem Solving; and
- Competency Learning: Self-Development.

*Note: Attendance of F&A Core Competency Learning Courses is only required once (not annually).*

All F&A employees shall comply with all annual compliance courses indicated by legislation and other state requirements including:

- Respectful Workplace (applicable employee and supervisor versions) and/or Respectful Workplace Online Refresher Training,
- Information Security Awareness Compliance Training,
- FA Title VI and
- Ethics Training.

F&A requires all supervisors and managers to earn, at a minimum, the state's Management and Leadership Development Pyramid of Learning's Level 1 Certificate: Fundamental Management Skills. The remaining levels of the pyramid are highly suggested. A current listing of the courses available in the Pyramid of Learning is available at [www.tn.gov/hr](http://www.tn.gov/hr) under Learning & Development. To get more information on F&A learning opportunities and a list of competencies go to our [intranet page](#). Required classes shall be identified on an annual basis and or as required by the Department of Human Resources. Refer to [Policy 12-050](#) for statewide learning requirements.

## **LinkedIn Learning Requirements**

F&A employees must activate the assigned LinkedIn Learning account. Additionally, employees may be required to participate in divisional learning paths with tailored content applicable to his/her career and as determined by specific divisional leadership. Talent Management encourages the use of LinkedIn Learning for professional and personal development.

## **Historical Learning Records**

F&A Talent Management office will verify historical training records with the existing learning management system (LMS). In the event that learner records do not exist in the LMS, the learner will be required to attend the updated version of the workshop. In compliance with DOHR policy 12-051 F&A will enter class attendance records into Edison ELM (LMS).

**Workshop Participant Attendance Limitations**

1. **Participation Limits for face-to-face workshops:** For face-to-face content workshops, facilitated by F&A Talent Management staff or a F&A Volunteer Facilitator in the Nashville area, the minimum number of registered participants is six (6) and the maximum number of registered participants is twenty-four (24). For those workshops held outside of the Nashville area where an F&A Talent Management staff or volunteer facilitator is required to travel, the minimum number of participants shall be fifteen (15) registered participants. *\*Please protect the time set aside for this class. If participant is absent 15 minutes or more of content they will need to reschedule.*
2. **Participation Limits for Virtual Training Workshops:** For Virtual content workshops, facilitated by F&A Talent Management staff or a F&A Volunteer Facilitator, the minimum number of registered participants is ten (10) and no less than six (6) present participants or at the facilitators discretion and the maximum number of registered participants is thirty (30). The primary responsibility for accepting additional participants above the maximum number of (30) rests with the learning facilitator or staff member responsible for facilitating the effected workshop. *\*Please protect the time set aside for class. It will be important for learners to participate and be present for the entire session.*

**Cancellation Procedures**

The Talent Management staff works to monitor the training needs of F&A and maintain a current three-month calendar. There will be times when it is necessary to cancel a scheduled class and there are occasions when an emergency may arise, and class is unable to be facilitated.

1. When a scheduled class is cancelled participants shall be notified within 48 hours of the class start date.
2. When there is an emergency with a facilitator or facility the participants will be notified as soon as the need to cancel is identified.

**Inclement Weather Cancellation Policy:** During periods of inclement weather, participants should guide themselves in accordance with Policy 12- 037, Employee Absence and State Office Closures Due to Inclement Weather. Employees should use their best judgement in deciding as to whether his or her safety will be placed in jeopardy by traveling to attend a workshop.

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3. If Nashville Davidson County Metro School system is closed due to inclement weather, class will be cancelled, and participants will be notified as soon as the need to cancel is identified. Participants are encouraged to follow school closing announcements.
4. For F&A workshops scheduled outside of the Nashville area, when the local area schools are closed, F&A scheduled training for that area will be cancelled.

The primary responsibility for workshop participant notification rests with the learning facilitator or staff member responsible for facilitating the effected workshop. The assigned facilitator will ensure they have a list of registered participants with them the day before as they may have to send this email from a remote location. Whenever a cancellation does occur, that intact roster of participants will be rescheduled for another date.

Questions regarding this agreement may be directed to the F&A Talent Management Team; [FATM.Learning@tn.gov](mailto:FATM.Learning@tn.gov).