

PROCESSING TRAINING REQUESTS

4006

(No. 14 March 2001)

GENERAL

4006.1

(No. 14 March 2001)

To receive reimbursement for training, the training must: (1) "be of direct value to the State," (2) "be relevant to the employee's career development in State service," and (3) "be cost effective" (Government Code Section 19995.1).

"For full-time training of more than 60 days, the employee shall agree in writing to reimburse the State for tuition and other expenses paid by the State if, after completion of the training assignment, the employee does not continue employment in State service for a period of six months or twice the period of training, whichever is greater. Such reimbursement shall be made within two years after separation from State service and shall be for an amount proportionate to the specified period of service not completed." (California Code of Regulations 599.819).

COLLEGE COURSES

4006.2

(No. 14 March 2001)

The Department does not approve college degrees in and of themselves. Instead, each college course for which reimbursement is requested is evaluated separately. To receive reimbursement, each college course must: (1) meet the three criteria outlined in Government Code Section 19995.1 and (2) be unavailable elsewhere at a lower cost.

ACCELERATED DEGREE PROGRAMS

4006.3

(No. 8 May 1999)

Accelerated degree programs are college programs in which an individual may obtain a degree in a short period of time at great cost (such as those offered by National University and the University of San Francisco). Because of the cost, the Department discourages reimbursement for courses in these accelerated programs.

Employees who wish to request reimbursement for individual courses in an accredited degree program must submit, in writing, for each course requested: (1) why the course is of direct value to the state; (2) how the course is relevant to the employee's career development in state service; (3) why the course provides knowledge or skills that cannot be economically provided through available in-service training; (4) job required, job related, upward mobility, or career related and (5) why the course is unavailable elsewhere at a lower cost.

As with other college courses, each course for which reimbursement is requested is evaluated separately.

To receive reimbursement for a course in an accelerated degree program requires approval of the appropriate Deputy Director/Region Chief or designee.

CRITERIA FOR APPROVAL OF CAREER-RELATED TRAINING

4006.4

(No. 8 May 1999)

Career-related training is limited to permanent employees, with full-time employees having the higher priority. Career-related training will not be approved unless an Individual Development Plan has been previously approved by the supervisor. An employee with below standard job performance is not eligible for career-related training. An employee who does not successfully complete a career-related course or leaves the Department before completion will not be eligible for reimbursement.

TRAINING REIMBURSEMENT

4006.5

(No. 14 March 2001)

Resources for meeting departmental training needs are to be allocated in the following priority order: (1) job-required, (2) job-related, (3) upward mobility, and (4) career-related.

JOB-REQUIRED

4006.5.1

(No. 14 March 2001)

Job-required training is provided 100 percent reimbursement for tuition and other necessary expenses, including the allocation of time with pay. (CA Code of Regulations 599.819)

JOB-RELATED

4006.5.2

(No. 14 March 2001)

Job-related training is provided 100 percent reimbursement for tuition and books (if necessary funds are available) and 100 percent reimbursement for travel, per diem, and the allocation of time with pay. (CA Code of Regulations 599.819)

UPWARD MOBILITY AND CAREER-RELATED

4006.5.3

(No. 14 March 2001)

Upward mobility and career-related training is provided 50 percent reimbursement for tuition, fees, books, and supplies up to a maximum of \$500 per fiscal year (if necessary funds are available). Reimbursement for travel and per diem is not allowed. (CA Code of Regulations 599.818 and 599.819)

Employees may be granted a maximum of three hours of state time per week for college courses. For other short-term courses, time away from work is at the discretion of the supervisor and manager.

To exceed \$500 per year for upward mobility or career-related training requires the approval of the appropriate Deputy Director/Region Chief or designee.

Reimbursement for upward mobility or career-related training may be made only if the employee has successfully completed all course requirements as specified by the training provider.

OPTION WHEN FUNDS ARE UNAVAILABLE

4006.5.4

(No. 8 May 1999)

If training funds are not adequate to pay all of the costs of job-related, upward mobility, or career-related training, but training time can be worked out, the supervisor and manager have the option of approving the request with the understanding that the employee will pay other necessary costs. Another option is to pay a portion of the costs, but less than the percentage indicated in the TRAINING REIMBURSEMENT Section. Such an option should be understood clearly by the employee before registration is completed and should be noted clearly on the Training Request (TR-7).

Job-required training must always be 100 percent state time and state reimbursement of costs.

MEMORANDUMS OF UNDERSTANDING

4006.5.5

(No. 8 May 1999)

If the reimbursement listed above is in conflict with a Memorandum of Understanding (MOU), the memorandum of understanding shall be controlling.

ATTENDING CONVENTIONS OR CONFERENCES

4006.5.6

(No. 14 March 2001)

A convention or conference is considered training when it meets the definition criteria of CA Code of Regulations 599.817.

The registration fee for a non-CAL FIRE convention/conference is payable if the employee has prior approval to attend. However, if the registration fee exceeds \$50 or two or more employees are attending the same non-CAL FIRE convention/conference, there are special approval requirements. Refer to the State Administrative Manual, Section 0724, for details.

PROCESSING TRAINING REQUESTS (TR-7)

4006.6.1

(No. 8 May 1999)

The TR-7 is used for the following:

- Obtaining approvals to participate in training.
- Serving as a control document for managing training funds and authorizing payment.
- Recording hours spent for various types of training.

A TR-7 is required for the following:

- Training not conducted by the Department.
- Training for which state time or money is involved.

APPROVAL REQUIRED

4006.6.2

(No. 14 March 2001)

- The supervisor must approve the training and notify the employee of the amount the Department will pay.
- The chief or other manager controlling training funds should review the request. Before approving the request, the chief should consider the amount of money remaining for training and the priority of the request.
- When more than two individuals are attending the same convention or conference, prior approval must be obtained from the Director. Regions should submit names to the Department's Training Chief, who will compile the requests and obtain approval.
- Out-of-state travel: conferences, conventions, and training must have Director's office approval.

SYSTEM FOR PROCESSING FORM

4006.6.3

(No. 14 March 2001)

Each Region should set up a system for processing training requests so requests are routed on form TR-7 through channels to the regional manager or designated manager controlling training funds.

- Sacramento Headquarters employees should route requests through the supervisor to the unit manager. The unit manager must note the unit's training code in the Source of Funds section of the TR-7. The TR-7 should then be routed to the program Training Officer.
- After completion of training, one copy of the TR-7 must be submitted with the travel expense claim to the claims unit to receive reimbursement. This copy must have the employee's certification of completion and the manager's approval for payment in the lower portion of the form. An employee who does not successfully complete a career-related course or leaves the Department before completion will not be eligible for reimbursement.
- Regions should keep the TR-7s to use for compilation of year-end reports and for information to determine training effort.

RESPONSIBILITY FOR REGISTRATION AND PAYMENT

4006.6.4

(No. 8 May 1999)

Employees are responsible for registering for training and making payment in advance when required, unless otherwise notified.

Department of Personnel Administration (DPA) training programs are coordinated by the regional offices and the Department's Training Chief. The Department is obligated to pay for a training course unless DPA is given more than 14 days cancellation notice prior to the beginning of the course. Employees must give adequate notice to the region or Sacramento training office. An employee who gives inadequate notice (resulting in inadequate notice to DPA) may be required to pay the course fees.

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[\(see Forms and Form Samples\)](#)