

MINIMUM SUPERVISORY TRAINING POLICY

Civil Service Rule 7.4(f) establishes minimum training requirements for classified employees who occupy certain supervisory and management jobs. Human Resource Management (HRM) has responsibility for identifying and notifying the employees impacted by the rule of the requirements and following up to ensure compliance. HRM's Training & Development office is charged with the responsibility of administering the program.

The required training includes Supervisory Group 1 for first line supervisors and managers and Supervisory Group 2 which is typically for mid-level managers. Some supervisory jobs are viewed as working supervisors or functional/ program supervisors which are not required to participate. HRM's Training Section maintains a list of the jobs covered by the policy for Supervisory Group 1 and Supervisory Group 2 and of the specific courses required for each Supervisory Group. Please check with the Training and Development (578-8201) if you are not certain which supervisory group you are in.

It is the employee's responsibility to schedule and attend the required training courses.

Departments must provide sufficient release time to the employees impacted by the requirement to attend the mandated courses.

Generally, individual employee exceptions will not be granted. However, employees can contact the Training & Development Coordinator in HRM for consideration of a substitute of education, experience or training for specific, required courses on a case by case basis.

Existing Employees

HRM maintains a list of those supervisory employees impacted by the policy effective on 1/1/2012. These employees will have three years to complete the required training that applies to their job.

Existing employees in Supervisory Group 1 who promote to jobs in Supervisory Group 2 will have three (3) years from the date of appointment to complete the training for Supervisory Group 2 and complete the training for Supervisory Group 1. Contact HRM Training and Development (578-8201) if you are not certain of your supervisory group.

Employees Accepting a Supervisory Job

Any employee who is appointed, promoted, reallocated or job corrected to a supervisory job after 1/1/2012 will have three (3) years from the date of the appointment to complete the required training. Employees accepting positions in Supervisory Group 2 must have completed all of the training in Supervisory Group 1 or will have one (1) additional year to complete all of the training for Supervisory Group 1 and 2. HRM will notify the employee of the required training.

Employees transferring to LSU from another state agency or who are new to state service must provide verification of any applicable training to HRM's Training & Development Office.

Acceptance of said training will be approved on a case-by-case basis. The employee will be notified individually of the results.

Consequences

Failure to complete the required training within the specific timeframe may result in the discipline or removal of the employee as a non-disciplinary termination in accordance with Chapter 12 of the Civil Service Rules [12.6(b)]. Each case will be reviewed individually by HRM with the employing department.

Employees in supervisory jobs covered by the policy on 1/1/2012 will be given every consideration before adverse consequences are taken. Mitigating factors include, but are not limited to, length of service, length of time as a supervisor, performance evaluation, access to courses, readiness for courses, and the department's recommendation.