



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Employee Training and Career Development	HR_450_19
Supersedes:	HR_450_19, dated October 1, 2013	
Applicability:	Management service and executive service employees. Classified employees where not in conflict with the labor agreement	
Reference:	State Policy 50.045.01	
Effective Date:	September 1, 2018	Approved: 

I. PURPOSE

To implement training programs consistent with the mandates of the Oregon Benchmarks, and describe the responsibility of supervisors and employees in the professional growth and continuous learning of the workforce.

II. POLICY

The Department of Fish and Wildlife (ODFW) places high value on developing and realizing the full potential of employees through investment in their training and professional development to meet changing needs, keep skills current, and further career goals.

- A. Supervisors, in discussion with each employee, shall develop and update annually a written individual employee development plan that provides for the continuous improvement of the employee's job-related knowledge and skills and shall implement it to the extent that resources permit.
1. Consistent with the Oregon Benchmarks for workforce development, 50% of the department's permanent employees shall complete a minimum of 20 hours of education and training annually to the extent permitted by budget and workload requirements.
 2. Limited duration and seasonal employees shall complete job-required training necessary for competency in their assignments, and may receive job-related training to increase job proficiency or performance above the fully successful level of competency for the assignments.
 3. Newly appointed managers and supervisors shall complete a minimum of 20 hours of basic supervisory training during their first year in the management position. The Management Development Series offered by the Department of Administrative Services may count toward this training requirement.
- B. The department may provide educational assistance to employees when it directly relates to their job responsibility and can be accommodated within the assigned budget:
1. When an employee is required by management to attend courses, the department shall reimburse the cost of registration fees, course materials, and necessary travel.

2. When an employee requests to attend a class(es), either during or after working hours, the department may reimburse all or part of the costs associated with the class(es) contingent upon satisfactory completion of the course. Approval of the Region Manager/Division Administrator is required if total training expense for ODFW exceeds \$500 and/or requires out of state travel (see Attachment A – Training Request Form. (Note: Out-of-state travel requires approval by the director or designee by means of the “[Out-of-State Travel Authorization form](#)”).
 3. Educational assistance to employees may include paid leave. Provisions of the paid leave agreement between the department and the employee shall be documented and maintained in the employee's official personnel file.
- C. An employee may be reimbursed up to \$50 annually for one professional society membership per year related to an employee's job duties or career aspirations. Employees in limited duration, seasonal, or permanent positions are eligible for this reimbursement. Employees must receive advanced supervisory approval before submitting reimbursement for the professional society membership. Approval of the reimbursement is permitted when the professional society directly relates to the employee's job duties and/or career development and if it can be accommodated within the assigned budget.
- D. If technical or professional certification will benefit the department by enhancing an employee's performance and/or credibility in the employee's current position, the appropriate Region Manager/Division Administrator may approve payment for such certification.

III. POLICY CLARIFICATION

- A. Where opportunities permit, the department shall invite other state agencies to fill staff development openings and share training facilities and other employee development resources.
- B. Federal fund and Other Funds programs generally allow the department to include costs for training as a line item in the contract budget. Divisions, regions and contract managers shall ensure that training budgets are requested for these contracts in the same proportion as the department training budget.

Attachment A: Training Request Form