



West Virginia Department of Transportation Policy: **Training Policy and Training Request Procedure** *Issued by the Secretary of Transportation*

Policy No: DOT 3.17

Issue Date: 7/15/2009

Revised: 04/22/2022

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1.0 INTRODUCTION

The West Virginia Department of Transportation (WVDOT) offers its employees the opportunity to upgrade skills and increase knowledge to produce a more capable and professional workforce. All employees are encouraged to take advantage of appropriate training and development opportunities within State Government.

2.0 SCOPE

Categories of training will include, but not be limited to, professional development, skill enhancement, and continuing education. This training is normally conducted during the employees' normal work hours. It is not the intent of this policy to cover routine on-the-job training.

3.0 DEFINITIONS

- 3.1 **Agency Head**: Chief executive officer of any agency.
- 3.2 **C Level**: Secretary of Transportation, Commissioner of Highways.
- 3.3 **Continuing Education**: Training or instruction necessary for employees to become or continue to be certified, registered, or recognized in their agency.
- 3.4 **Employee**: A person who lawfully occupies a position in a WVDOT agency and who is paid a wage or salary and who has not severed the employee-employer relationship.
- 3.5 **H Level**: State Highway Engineer, Division of Highways

4.0 POLICY

4.1 RESPONSIBILITIES

A. Employee

Employees should be aware of available training and select training that will increase their knowledge and skills to help them become better employees. When requesting training, the employee must consider the timing and amount of training that the employee has already attended. Although there is no set maximum or minimum amounts of time allowed for training each year, supervisors should ensure each employee is allowed a reasonable amount of time for training. All training requests must first be approved by the employee's immediate supervisor and the Division Director, District Manager, or appropriate authority and then submitted to the organization's Human Resources (HR) unit for scheduling. Employees may use the on-line registration available from the Training and Development Unit <https://sites.google.com/wv.gov/dot-human-resources->

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[training/home/training-calendar](#) to schedule training. DOT is no longer affiliated with the Division of Personnel (DOP). Do not use the DOP training website to select or complete training.

B. Supervisor and Manager

Organization managers and supervisors should examine their own training needs and those of subordinates to ensure they have the skills necessary to perform their jobs. When deciding whether to approve an employee's training request, managers must balance time away for assigned duties with the increased productivity potential.

4.2 ANNUAL TRAINING PLAN

- A. During the first quarter of each calendar year, the HR Division will solicit input from all organizations detailing anticipated training needs, including costs for the coming fiscal year with a deadline for submission of the proposed training plan. The request must include the Training Request Form for training to be completed and returned to the WVDOT Training and Development Unit with a signed memorandum from the agency manager.
- B. Division Directors, District Managers, or appropriate authorities will formally request specific training anticipated for their organizations. NOTE: Employee expenses to attend Division of Highways (DOH) sponsored seminars (Construction, Pre-Construction, Maintenance, etc.) are included in the sponsoring organization's budget and must not be included in each organization's request. Expenses for meetings or classes that are not considered training must not be included or charged to training authorizations. If an organization's training plan is not received by the deadline, it will be assumed that the organization will not be requesting training funds for the fiscal year.
- C. The Training and Development Unit will review the various organizations' training requests and submit the proposed training plan to the Training Review Committee for review and recommendation of funding for the fiscal year. The Committee will approve a maximum monetary amount for each organization in the categories of miscellaneous training, specific requests, and conferences. This will provide fiscal responsibility while allowing Agency Heads the flexibility to modify training as necessary for their respective organizations. Out-of-state meetings or AASHTO Conferences will not be included in the training plan. All requests for out-of-state travel must be sent to the Business Manager for approval. The travel request must be accompanied by a memorandum outlining the benefits expected and whether the attendee will be able to disseminate training/information gained to other employees with the same or similar work assignments.
- D. Once the annual training plan is approved and authorizations are established, the agency managers will have fiscal responsibility and flexibility for their organizations' miscellaneous training funds to substitute training needs not included in their plan.

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- E. If an organization depletes the miscellaneous training funds, additional training funds may be requested through the appropriate Agency Head, C and H Level, and the Business Manager. Final approval will be at the discretion of the Business Manager.

4.3 APPROVED TRAINING PLAN AUTHORIZATIONS

- A. The Training and Development Unit will assign training authorization numbers at the beginning of each fiscal year in the amount approved by the Business Manager. Form BF-98 will be prepared by the HR Division and forwarded to the Finance Division for establishment of each authorization.
- B. For DOH, training authorization numbers will be assigned to requesting agencies under the following categories: miscellaneous training, specific requests, and conferences.
- C. Training authorizations cover expenses, conference fees, and travel. Labor costs will be charged to the organization's overhead account.
- D. If hospitality costs are within Purchasing Card dollar limits, the approved Form TMO 3.0 must be retained with your Purchase Card records for auditing purposes.
- E. Upon conclusion of all training events, the person coordinating the training event must ensure all invoices with the appropriate approvals are submitted to Finance Division for payment per current procedures. DOH Employee Attendance Sheets (Form AH-01) and Overall Rating Form (Form AH-04) must be sent to the Training and Development Unit for the employees to receive credit for the training. Certificates, if provided, will usually be given at the conclusion of the training session.
- F. Training authorizations will be closed at the end of each fiscal year. Training authorizations for conferences will be closed within 60 days after the completion of the event. If an extension of time is necessary, contact the Training and Development Unit.
- G. If an organization determines that additional training funds are required, the Agency Head must submit a letter within 30 days of the event justifying their needs through C Level and the Business Manager, or applicable appropriate authority, for final approval. The Business Manager will forward the approved request to the Training and Development Unit for an increase in funds.

4.4 HUMAN RESOURCES DIVISION TRAINING COURSES

- A. **Mandatory WVDOT New Supervisor and Manager Training Program**



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1. Newly appointed managers and supervisors should consult the organizations' HR unit within 10 working days of their appointment to enroll in the WVDOT Supervisor and Manager Training Program.
2. Once enrolled in the Supervisor and Manager Training Program, newly appointed managers and supervisors must complete the required courses within the specified time periods. Managers and supervisors should consult their organization's HR unit or enroll online to be scheduled for these classes or be automatically enrolled.
3. Upon completion of the required courses, managers and supervisors are expected to participate in the continuing education phase of the supervisor and manager training program.

B. Mandatory WVDOT Supervisor, Manager Continuing Education Courses

1. All managers and supervisors must take 12 contact hours of continuing education each calendar year.
2. The HR Division offers on-site pre-selected courses to fulfill the 12 contact hours of continuing education to managers and supervisors when possible. Managers and supervisors should consult with their organizations' HR unit to be scheduled for these classes.
3. Managers and supervisors based in Charleston and the surrounding area may elect to take their 12 elective contact hours from the Training and Development Unit in Charleston or contact their organizations' HR unit to schedule courses.

C. Elective WVDOT Training Courses

1. The Training and Development Unit provides training and development courses covering a wide range of employee topics.
2. Employees can use online registration for WVDOT Training and Development courses.
3. Complete the online Registration Form, after obtaining immediate supervisor's approval, and submit the form to the Training and Development Unit.
4. The Training and Development Unit will review the registration form. If the employee's organization supervisor has not approved the

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- form, the Training and Development Unit will contact the employee to get their supervisor's written approval to complete registration.
5. The organization's HR unit will write the organization's seven-digit code in the upper right-hand corner of the form and submit the enrollment form to the Training and Development registrar. This code will generate organization specific quarterly reports. The registrar will return all coded enrollment confirmation letters to the appropriate organization's HR unit.
 6. The organization's HR unit is then responsible for emailing enrollment confirmation notices to the employee in a timely manner.
 7. Employees are responsible for notifying the organization's district training and the Training and Development Unit of cancellations as soon as possible, no less than one working day prior to the scheduled classes.
 8. If an individual wants to reschedule the class at a later date, notify the organization's HR unit and Training and Development Unit at the time of cancellation. It is the employee's responsibility to inform their supervisor of the date of the rescheduled class.

4.5 EFFECTIVE TECHNOLOGY LEARNING CENTER COMPUTER TRAINING CLASSES

- A. Technology Learning Center offers computer training. A training authorization will be established each year to cover employee expenses to attend this training.¹
- B. Check the Technology Learning Center's web site: <http://www.onlinelearning.wv.gov/> for a schedule of classes.
- C. Once the supervisor approves the employee's request, it is submitted to the organization's HR unit for processing. The HR unit will submit the request to the Training and Development Unit who will register the employee for training. If the desired class is filled, the employee will be put on a waiting list.
- D. When the employee is scheduled for a class, their HR unit will be notified of confirmation.
- E. The organization's HR unit is responsible for notifying the employee in a timely manner of the scheduled training classes.

¹ In-person classes may be on hold due to the COVID-19 pandemic. Details will be announced as they resume.

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- F. Employees are responsible for informing the organization's HR unit of cancellations as soon as possible, no less than three working days prior to the scheduled classes. If an individual wants to reschedule at a later date, inform the organization's HR unit at the time of cancellation.
- G. The full cost of the class and expenses will be billed to the employee's organization when attending unauthorized classes, no shows, or cancellations less than three working days prior to class.

4.6 TRANSPORTATION TECHNICIAN PROGRAM

A. Eligibility

To participate in the Transportation Technician Program, an employee must be currently classified in the Transportation Engineering Technician Series or a similar technical series. To advance in the Technician Program, the technician should take two (2) classes in the HET A.A.S. Degree Program each fiscal year. Any technician who is enrolled in the HET A.A.S. Degree Program may be allowed to continue to take classes in the Transportation Technician Program until they obtain the HET A.A.S. Degree. Any technician, even those with an existing Board approved degree, may take classes in the Transportation Technician Program if their supervisor provides written justification that it is in the best interest of the WVDOT.

B. Time Allowed for Training

All technicians must obtain their supervisors' approval before requesting classes in the HET A.A.S. Degree Program. There is no set maximum or minimum amounts of time allowed for training each year. However, technicians trying to advance in the Transportation Technician Program should be allowed 90 hours of training time during normal work hours to complete six semester hours in the HET A.A.S. Degree Program per fiscal year. No more than 45 hours should be allowed for each three credit hour course up to a maximum of 90 hours per fiscal year. Time allowed for this training should be within the normal 40 hour work week and managed by the supervisor so as not to create an overtime situation. Approval from the HR Division may be given for more than the stated six semester hours limit if the supervisor provides written justification, and the employee agrees that no further training time will be granted for any additional classes. All training time should be coded as activity 009 for supervisors to be able to track the amount of time spent in training. Technicians will charge any time spent in training to their organization's overhead account. Example: COTH004; Org. No. ____; Act. Code 009; N (non-participating). All time charged to training is subject to in-house audits to ensure that all policies and procedures are being followed.

C. Dropping a Class

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If a class is dropped, the technician should be aware that WVDOT is charged for tuition based on the following schedule:

- Prior to class starting 0%
- During first and second week 10%
- During third and fourth week 30%
- During fifth and sixth week 50%
- Beginning seventh week 100%

Therefore, it is critical that a technician only enroll in classes the technician intends to complete. If a technician finds it necessary to drop a class after having enrolled, they must complete all drop requirements as soon as possible. This will include:

- Complete all CTC's academic drop requirements
- Complete DOH Drop Form
- Obtain supervisor's signature
- Give form to the organization's HR unit for processing

The reasons for dropping the class will be reviewed by the HR Division and either approved or not approved. Approved dropped classes will not be charged against the technician. A technician will be allowed two unapproved dropped classes in a five-year period. After a technician receives two unapproved dropped classes within a five-year period, they will be placed on Dropped Class Probation Status and will not be allowed to take any additional classes under the Transportation Technician Program for two years. Any employee in Dropped Class Probation Status may sign up for classes under the *DOT 3.9 Educational Expense Reimbursement* policy. If a grade of "C" or better is obtained for the class, the technician will be reinstated into the Transportation Technician Program and allowed to take classes in the Transportation Technician Program.

D. Academic Probation

If a technician's grade point average (GPA) falls below a 2.0, they will be placed on Academic Probation. The technician will be allowed to take one (1) class in the Transportation Technician Program to bring the GPA above 2.0. If the GPA does not rise to a 2.0 or better, the technician will not be allowed to take any additional classes in the Transportation Technician Program.

Any employee on Academic Probation may take classes under the *DOT 3.9 Educational Expense Reimbursement* policy. Once the employee's GPA rises to a 2.0 or better, the technician will be allowed to take classes under the Transportation Technician Program.

E. Failed Classes

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If a technician fails a required course in the HET A.A.S. Degree Program, they will not be allowed to retake that course under the Transportation Technician Program. To get credit for the course, the employee must retake that course under the *DOT 3.9 Educational Expense Reimbursement* policy.

4.7 MECHANIC TRAINING

The Equipment Operators Training Academy in Buckhannon, WV oversees the Mechanic Training program for the DOH. Refer to the *DOH 4.9 Equipment Operators Training Academy* policy for more information on training.

4.8 EQUIPMENT OPERATORS TRAINING

The Equipment Operators Training Academy in Buckhannon, WV oversees the training for employees operating equipment for the DOH. Refer to the *DOH 4.9 Equipment Operators Training Academy* policy for more information on training.

4.9 FEDERAL RAILROAD ADMINISTRATION (FRA) TRAINING

Each year all State Rail Authority (SRA) employees are given a book of rules, training and test that covers Railroad Operating Rules under Code of Federal Regulations (CFR) Part 217 and Railroad Operating Practices under CFR Part 218. Any employee that is hired after May 1, 2021 will need to be provided training according to CFR Part 243.

The FRA requires SRA employees in particular job classifications to have additional training:

- A. Engineers – CFR Part 240; which requires re-certification every three years and yearly check rides.
- B. Conductors – CFR Part 242; which requires re-certification every three years and yearly check rides.
- C. Maintenance-of-Way – CFR Part 213 Track Safety and CFR Part 214 Workplace Safety; annually.

4.10 DOT TRAINING CALENDAR

- A. When submitting the annual plan, include dates, location, and contact person for all sponsored conferences, classes, and events. If the date and location are not available at that time, the person in charge must submit notification to the Training and Development Unit confirming the meeting dates and location as soon as possible.
- B. The Training and Development Unit will maintain and update the Training Calendar.
- C. Notification of operator and mechanics training classes will be sent to the Equipment Training Academy, which will maintain and update the Equipment Operator Training Calendar.

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- D. Training Calendars may be found by contacting the Training and Development Section for the most up-to-date information.

4.11 DEVIATION

Any deviation in this Training Policy and Training Request Procedures must have the written approval of the Director of the HR Division.

5.0 RELEVANT MATERIALS/DOCUMENTS

5.1	BF-98	Authorization Form
5.2	TMO 3	Hospitality Documentation Form
5.3	AH-01	Employee Attendance Sheets
5.4	AH-04	Overall Rating Form
5.5	B2	DOH Drop Form

6.0 CHANGE LOG

July 14, 2020 –

- Formatted policy per policies and procedures work group.

April 22, 2022 –

- Updated formatting throughout.
- Updated policy to reflect current training and development procedures.
- Updated “training coordinator” to “HR unit.”
- Removed Grandfathered courses.
- Added to Section 4.9 any employee that is hired after May 1, 2021 will need to be provided training according to CFR Part 243

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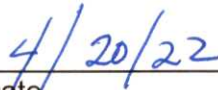
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Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioners sole discretion, warrant such action.