Division of State Parks

Training #04-1	Employee Training	Rev. 11/2009	Page 1 of 4

PURPOSE: The division will provide a policy to improve employees' professional competence. Employees should feel free to request training opportunities and justify training requests by showing the relationship to their job and benefits to the agency. Employees must take training required by the division. Employees must show satisfactory completion of approved training. This policy has been established in accordance with the departmental policy and lists instructions for requesting training and recording training records.

ORGANIZATION: The division will ensure that all employees are aware of employee training opportunities and procedures for enrollment and recording for completed courses.

PRIOR POLICY: This policy supersedes the prior policy dated 3/18/05.

PROCEDURES:

I. Training must be within region's/park's budget.

II. State Parks will provide a systematic and fair training program. This includes opportunities for training required by the division, beneficial to the division, needed by the employee to meet performance standards and to update skills and knowledge.

III. State parks will have an annual training program that suggests or requires training for each employee as appropriate. The ADM-11a, Training and Development, is used to track requests with approval by the supervisor (Attachment D).

IV. The division will keep statistical records of training activities:

A. Summaries of agency training programs, and
B. Copy of certificates and other records within each employee's training file.

V. The division will have a system for evaluating the effectiveness of training activities.

VI. The division will provide a form with which an employee may request training; ADM11-b, Request for Training, shown in Attachment A. The employee must show whether the training would be relevant to their job in any of the following ways:

A. Required by the division, region and/or park.
B. Beneficial to the division.
C. Needed by employee to meet performance standards.
D. Needed by employee to update job related skills and knowledge.

VII. Time:

A. When training is required by the agency, release time must be given to the employee, i.e. the time spent in training is considered to be time on the job. If overtime is required, the agency is responsible for that overtime, either through payment for overtime hours or through compensatory time arrangements.

B. When training is requested by an employee, the agency administrator will evaluate the request for time to attend the training, based on the appropriateness of the training to the job and the benefits to the agency. Approval to attend such training must not be unreasonably withheld, and reasons for denial must be provided to the employee in writing. Timing/scheduling must be approved by the employee's supervisor. The administrator may:

1. Grant release time (but not overtime).
2. Require the employee to take approved leave time.
3. Deny the request.

C. The administrator may allow an employee to use approved leave time or to work flexible hours to accommodate education where the relationship to that employee's job and benefits to the agency are indirect or unlikely.

VIII. Payment of training costs:

A. When training is required by the employee, training costs must be paid by the division.

B. When training is suggested by the division, training costs will be paid by the division when possible. An employee cannot be required to spend personal funds for such training, although he/she may do so if they wish.

C. When training is requested by an employee, the administrator will evaluate whether to pay for the training costs based on the appropriateness of the training to the job, the benefits to the division and the division's budget. The administrator may:

1. Agree to pay all or some of the expenses of a course or workshop directly. If costs are pre-paid, the employee must sign an agreement to repay the money if he/she fails to successfully complete the training. [State Personnel Regulations 284.490 defines successful completion as: (a) grade of c or better; (b) passing a pass or fail course; (c) receipt of certificate of completion; or (d) other evidence of completion as predetermined by the appointing authority.]
2. Agree to reimburse the employee for some or all of the expenses.
3. Deny payment of costs.

IX. Nevada Employee's Action and Timekeeping System (NEATS) Training Courses are any training courses that require registration through the NEATS system by a training administrator.

A. Responsibility of training administrators

1. There is one training administrator for each region and division office. The division's training administrator is a backup and trainer for the region's training administrators. Each training administrator can provide information for employees on NEATS courses available and their dates and times.

2. Once a Request for Training (ADM-11b) is approved, the training administrator will enroll the student and the employee will receive a confirmation via email. Any change to the date or time of the class will be reported via email to the training administrator and the employee.
3. The training administrator will enter the confidential Class Evaluation form after an employee has completed a course (Attachment B). Without this evaluation, the course will not read complete on the employee's transcript.
4. An employee may request a copy of their transcript at any time, although once a year each employee's transcript is printed out and filed in his/her training file by the division's training administrator.

B. Responsibility of employee

1. Must fill out a Request for Training (ADM-11b) form to be approved by their supervisor, before submitting it to their training administrator for registration.
2. Must fill out a Class Evaluation form after completing a course and submit it to their training administrator in order to receive credit for the course.

IX. Non-NEATS Training Courses
This section is regarding any training taken that is not registered through the NEATS system.

A. Responsibility of employee

1. A Request for Training (ADM-11b) form must be submitted to the employee's supervisor. Once approved the employee may register for the training through the method requested by the agency or company.
2. After completion of the course, the employee must submit either a copy of their certification of completion, which must have the following information on it: date, hours, name of agency or company, and name of instructor or the employee may fill out a Training Course Record form (ADM-11c) (See Attachment C), which must be signed by either the instructor or their supervisor.

B. Responsibility of division's training administrator

1. The division's training administrator will enter all non-NEATS training records for each employee into a database and print out an annual report that will go to the employee for verification and a final report will go into their training file.

RULES:
Special Training Requirements:

I. Supervisory & Managerial Employees: *See State of Nevada Training Overview, Attachment E*

II. Sexual Harassment Prevention and *(Revisited): See State of Nevada Training Overview, Attachment E*

III. Defensive Driving and Refresher: *See State of Nevada Training Overview, Attachment E*

IV. Records or Payroll Form Preparing (NAC 284.504): Employees who prepare work involving the preparation of forms for the records or payroll sections of the state department of personnel must receive training and certification in the preparation of these forms within six months of employee's appointment with continued certification requiring biennial attendance at a state personnel class.

I. Fiscal Employees: Fiscal employees are required to complete the following mandatory classes as approved by the regional managers in October 3-5, 2000 meeting minutes:

FMTC – Internal Controls (within 6 months)
AG – State Contracting (within 6 months)
AG – DEBT Management (within 6 months)
Controllers – State Accounting System (upon hire)
State Purchasing Procedures (within 6 months)
Records & Files Management (within 6 months)

II. Law Enforcement Officers: Law enforcement training is required by all *commissioned rangers*, see L.E. Policy 72-13, Public Safety Training.

III. Safety Committee Representatives: Safety committee members are required to take courses listed in Section II. F of the Workplace Health and Safety Program Manual.

Original signed by: **SIGNED**	**3/8/05**
David K. Morrow, Administrator	**Date**

Original signed by: **SIGNED**	**3/21/05**
Leo Drozdoff, Director	**Effective Date**

Copy to Regions: _____

*Review Date:*_____

NEVADA DIVISION OF STATE PARKS

REQUEST FOR TRAINING

A. Region_____ Park _____

Park Address_____

B. Training for: Name Title Grade

C. Course Title:_____

Location:_____

Offered By:_____

Date(s): _____ Time: _____

Training Hours: _____ Credits: UNIV_____ CEU'S_____

D. Total LE Training hours received current calendar year: _____

E. Training is: _____ Division Directed _____ Employee Requested

F. Request: _____ Release time (Hrs.) _____ Payment for costs

G. _____

PARTICIPANT'S SIGNATURE DATE

State the training objectives, and benefits that will be derived. (Attach an outline or training description if available)

_____

_____

_____

_____

I. EXPENSES:

A. Transportation _____
B. Per Diem _____
C. Tuition _____
D. Fees _____
E. Books/Supplies _____
F. Other _____
G. TOTAL $_____

COMMENTS:_____

_____

_____

_____

_____

_____

J. Immediate Supervisor

Approved Cost_____ Leave_____

Disapproved _____ _____

_____ _____

Signature Date

K. Additional Supervisory Review- Region Level

Approved Cost_____ Leave_____

Disapproved _____ _____

_____ _____

Signature Date

WHITE – Regional office; YELLOW – employee

ADM-11b(1/04) Attachment A (O) 989

CLASS EVALUATION

Employee Name:_____ Start Date:_____

Course Name:_____ End Date:_____

Location:_____ Instructor:_____

Please evaluate the course:	Poor	Average	Excellent
Organization of content			
Handout(s)			
Audio/Visual presentation			
Learning Activities			

Please evaluate the instructor:	Poor	Average	Excellent
Overall effectiveness			
Knowledge of topic			
Presentation skills			
Ability to involve audience			

Please rate your overall experience with:	Poor	Average	Excellent
The training session			
The facility			
The schedule			
Contacts with State Training Personnel			

How strongly do you agree with the following:	Strongly Disagree	Agree	Strongly Agree
I would recommend this course to others			
I would recommend this instructor to others			

What was most beneficial about this training session?

_____

_____

_____

What changes could be made to enhance this training session?

_____

_____

_____

Please share any additional comments:

_____

_____

_____

Attachment B

Revised 5/04

Name _____
Employee ID# _____
Budget Acct # _____

NEVADA DIVISION OF STATE PARKS
TRAINING COURSE RECORD

Course Attended: _____

_____

Offered By: _____

Location: _____

Instructor: _____

Course Format (Circle one): Classroom, seminar, workshop, other (specify) _____

_____

Compliance with following mandates (check where applicable):

☐ NVPOST NAC 289.230 ☐ OSHA 1910 ☐ NDSP Policy 72-13

☐ Other: _____

Date(s) Attended: _____ # of hours - _____

_____ _____
Employee Signature Date

The above-signed employee participated in the training outlined herein.

_____ _____
Immediate Supervisor or Instructor Date

ADM-11c
3/07

NEVADA DIVISION OF STATE PARKS
TRAINING AND DEVELOPMENT PLAN

Employee Name _____ Title _____ Date _____

GOAL STATEMENT * _____

Agreement (signatures): Employee: _____ Supervisor: _____

Objectives **Areas where I would like to improve	Specific Priority Needs/Skills	Planned 1. Present 2. Future 3. Optional	Starting Date	Date Upon Completion

*Where employee wants to be in five years
**Specific objectives state in measurable terms

Distribution: Employee
Park Files
Region
Division

ADM-11a
(Revised 1/05)

Attachment D

State of Nevada Training Overview

This document outlines the training available to all state employees and the training requirements mandated by regulations. It also provides instruction to enroll in training classes. The table below outlines the departments and divisions that develop the different training classes listed in this document:

Division of Human Resource Management	Department of Administration
Office of Employee Development (702) 486-2663	Risk Management (775) 687-3187
Equal Employment Opportunity (775)-684-0104 or (702) 486-5294	

Agency Training:

Several agencies provide training specifically for their direct personnel. Please refer to your Agency's Personnel Liaison and/or supervisor for a list of agency specific training and requirements. Some agencies allow state employees outside of their agency to attend. If you are interested in a course provided by an agency contact the instructor for availability. The instructor's contact information is provided in NEATs under the course listing.

The State of Nevada offers courses both online and instructor-led in the classroom based on the course topic.

MANDATORY TRAINING REQUIREMENTS

There are training requirements for all levels of employment and some specifically for supervisors and managers. The charts below lists required (mandated) training classes.

Course Name	Required		Authority	Online	Instructor - Led	Sponsoring Division	Credit Hours
	Employee	Supervisor					
Alcohol & Drug Testing Program		X	NAC 284.498 Required within 12 months of supervisory appointment and thereafter every 3 years	X		OED	1

Equal Employment Opportunity (supervisors & managers only)		X	NAC 284.498 "Introduction to Equal Employment Opportunities" online is a prerequisite, both of these classes are required every 3 years thereafter		X	EEO	3
Evaluating Employee Performance		X	NAC 284.498 Required within 6 months of supervisory appointment and thereafter every 3 years	X		OED	1.5
Handling Grievances		X	NAC 284.498 Required within 12 months of supervisory appointment and thereafter every 3 years	X		OED	2
Interviewing & Hiring		X	NAC 284.498 Required within 12 months of supervisory appointment and thereafter every 3 years	X		OED	2
Introduction to Equal Employment Opportunity		X	NAC 284.498 Required within 12 months of appointment and thereafter every 3 years; this is a prerequisite to the instructor-led class	X		EEO	1.5
Risk Management Accident Investigation		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter recommended every 2 years		X	Risk Mgt.	3
Risk Management Basic Office Ergonomics		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter recommended every 2 years		X	Risk Mgt.	3

Course Name	Required		Authority	Online	Instructor -Led	Sponsoring Division	Credit Hours
	Employee	Supervisor					
Risk Management Defensive Driving Class	X	X	SAM 0521 Safety Program required for employees whose job function require driving a state vehicle or personal vehicle for state business. It is require within the first12 months of employment; refresher every 4 years online		X	Risk Mgt.	4
Risk Management Defensive Driving Refresher Class	X	X	SAM 0521 Safety Program required for employees whose job function require driving a state vehicle or personal vehicle for state business. The refresher class is required every 4 years online.	X		Risk Mgt.	2
Risk Management Evaluation and Management tools training		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter recommended every 2 years		X	Risk Mgt.	7
Risk Management Supervisor Safety Training		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter recommended every 2 years		X	Risk Mgt.	7
Risk Management Violence: Recognition & Prevention		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter required every 2 years (Workplace Violence Policy)		X	Risk Mgt.	3.5
Risk Management Worker's Compensation Overview for Managers and Supervisor		X	SAM 0521 Safety Program required within 12 months of appointment and thereafter recommended every 2 years		X	Risk Mgt.	7

Course Name	Required		Authority	Online	Instructor-led	Sponsoring Division	Credit Hours
	Employee	Supervisor					
Sexual Harassment Prevention (New Employees)	X	X	NAC 284.496 Required within first 6 months of employment; first-time in the classroom		X	EEO	3.0
Sexual Harassment Prevention (Revisited)			NAC 284.496 Required every two years	X		EEO	.5
Payroll Certification 2-day course	X	X	NAC 284.504 Required for employees who prepare payroll forms, documents and records (agency payroll clerks, etc) within 6 months of appointment. It is required every two years thereafter		X	Central Payroll	12
Central Records Certification Training (NEW)	X	X	NAC 284.504 Required for all employees who prepare forms for Central Records or Central Payroll within 6 months of appointment. This training is for employees who are new to the personnel arena within any state agency for the State of Nevada or those who were unsuccessful with the online recertification class. The refresher class "Central Records Re-certification" is required every 2 years thereafter and is available online.		X	Central Records	11
Central Records Re-Certification	X	X	NAC 284.504 Required for all employees who prepare forms, documents or records for Central Records every 2 years following the completion of the initial certification.	X		Central Records	3.5

NAC 284.498 Training of supervisory and managerial employees. (NRS 284.065, 284.155, 284.343)
1. Except as otherwise provided in this section:

(a) Within 6 months after an agency initially appoints an employee to a supervisory position or managerial position, the employee shall attend a training class concerning the evaluation of the performance of employees.

(b) Within 12 months after an agency appoints an employee to a supervisory position or managerial position, the employee shall attend at least one training class which has been approved by the Division of Human Resource Management in each of the following areas:
(1) Equal employment opportunity;
(2) Interviewing and hiring;
(3) Alcohol and drug testing;
(4) Progressive disciplinary procedures; and
(5) Handling grievances.

2. Every 3 years, a supervisor or managerial employee shall attend training which is approved by the Division of Human Resource Management. Such training must include, without limitation, training classes in each of the topic areas described in subsection 1.

3. The appointing authority, at its discretion, may accept, in lieu of the training required by subsection 1, supervisory or managerial training classes which are approved by the Division of Human Resource Management and taken by the employee during the 12 months immediately preceding his appointment.

4. In addition to the training otherwise required by this section, the Division of Human Resource Management or an appointing authority may require a supervisor or managerial employee to retake any part or all of the training required by this section, or to participate in any additional training or other classes deemed necessary by the Division of Human Resource Management or appointing authority.

5. As used in this section:
(a) —Managerial positionl means a position which is held by an employee who:
(1) Formally evaluates supervisors;
(2) Is involved in the hiring and firing of subordinate staff;
(3) Determines organizational structure within a component of the organization; and
(4) Develops, monitors and implements policies to accomplish long-range goals.

(b) —Supervisory positionl means a position which is held by an employee who:
(1) Formally evaluates staff;
(2) Is involved in the hiring and firing of subordinate staff; and
(3) Establishes policies which affect the performance or behavior of subordinate staff.

[Personnel Div., Rule X part § F, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; 5-27-86; 10-18-89; 3-23-94; R197-99, 1-26-2000; A by Personnel Comm'n by R182-03, 1-27-2004; R056-10, 10-15-2010)

NAC 284.496 Classes and training concerning prevention of sexual harassment. (NRS 284.065, 284.155, 284.343)

1. Within 6 months after an employee is initially appointed to state service, the employee shall attend a certified class concerning the prevention of sexual harassment.

2. At least once every 2 years after his initial appointment to state service, an employee shall attend a certified refresher class or training concerning the prevention of sexual harassment.

3.An appointing authority may require an employee to retake any part or all of the classes or training required by subsections 1 and 2, or to participate in any additional classes or training deemed necessary by the appointing authority.

4. The appointing authority shall retain the proof of completion by an employee of a class or training required by this section.

5. The Division of Human Resource Management will certify the classes and training concerning the prevention of sexual harassment required by this section.

(Added to NAC by Personnel Comm'n by R096-03, 10-30-2003, eff. 1-1-2004)

NAC 284.504 Certification of employees who prepare forms for Records or Payroll Sections of Division of Human Resource Management. (NRS 284.065, 284.155, 284.343)

1. An employee of the State who performs the work involving the preparation of forms for the Records or Payroll Sections of the Division of Human Resource Management must be certified in the preparation of forms and the procedures which are used in the respective sections. The certification must be obtained within 6 months of the employee's appointment to the position and is accomplished by the employee's attendance at the appropriate training class which is offered by the Division of Human Resource Management.

2. Continued certification requires biennial attendance at a Division of Human Resource Management's sponsored class in payroll and records procedures.

3. The appointing authority and the supervisor of an employee described in subsection 1 are responsible for ensuring that the employee complies with the provisions of subsections 1 and 2.

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 7-14-88)

Division of Human Resource Management Information:

The Division of Human Resource Management offers classes to develop all state employee skills.

To assist employees with determining which class topics meet their needs, the classes are categorized by General Development and Basic Supervisor.

The General Development Courses offer all State of Nevada employees the opportunity to enhance their knowledge and skills in regards to a variety of disciplines with the focus of enhancing both their effectiveness and efficiency in the workplace.

The Supervisory Courses offer State of Nevada supervisors and managers the opportunity to enhance their knowledge and skills in regards to the supervision of employees in a variety of complex and unique situations with the focus of enhancing both their effectiveness and efficiency.

GENERAL DEVELOPMENT COURSES

Course Name	Online	Instructor-Led	Credit Hours
5 Waves of Trust		X	4
Basic Business Writing		X	7
Communication: Breakdown		X	7
Customer Service: Practices		X	3.5
Emotional Intelligence		X	4
It's All About Attitude/It's All About Me		X	3.5
Mixing Four Generations in Workplace		X	4
Orientation to State Employment	X		2
Peer Today, Boss Tomorrow		X	7
Valuing Diversity		X	4
Working You is Killing Me		X	4

BASIC SUPERVISOR COURSES

Course Name	Online	Instructor- Led	Credit Hours
Coaching for Supervisors		X	3.5
Communication: What's My Style		X	3.5
Conflict Resolution for Supervisors		X	4.0
Decision Making for Supervisors		X	3.5
A Leader's Guide to Delegation		X	4.0
Documenting Discipline		X	4.0
Leadership for Supervisors		X	3.5
Lost in FMLA, ADA, and Catastrophic Leave		X	3.5
Motivation for Supervisors 2.0		X	7.5
Team Building for Supervisors		X	3.5
Work Performance Standard Workshop (Prequisite: Evaluating Employee Performance online course)		X	7
Managing Four Generations In the Workplace		X	4.0

Training Availability/Enrollment/Drop:

Online Training Classes:

The online courses can be accessed through http://nvelearn.nv.gov. The e-learning website is accessible by anyone with a NEATS account, from any computer with Internet access.

The courses and resources provided through this site are designed to provide State of Nevada employees with access to mandatory, supervisory and general workplace skills training, and a variety of learning resources, all from the convenience of a computer with Internet access, 24 hours a day, 7 days a week.