LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MANUAL (PPM) NO. 59

SUBJECT: Workforce Development

EFFECTIVE DATE: March 20, 2001

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals on this subject and is not to conflict with PPM 33.

## 1. POLICY STATEMENT

The purpose of this policy is to establish DOTD's philosophy regarding workforce development, create uniform policies and procedures for the training, and define the training programs required for the DOTD staff.

## 2. PHILOSOPHY

The department recognizes that it is essential to efficiently develop and manage our human resources. To do this, it is necessary to maximize employee potential and provide effective tools for qualified personnel crucial to effectively manage the transportation system. This can be achieved through:

A. Structured training,

B. Professional development,

C. Continuing education, and

D. On-the-job training.

Training programs are designed to ensure workforce proficiency and knowledge. The department will promote an environment of continual learning and will strive to improve and strengthen the basic skills of employees, as well as enhance worker preparedness to meet the future challenges of a more technical work environment.

The department will provide training and related materials at no cost to the individual employee, and whenever possible, allow for the completion of training during work hours. The department also realizes that on-the-job training is an essential component of all departmental activities and encourages all employees and supervisors to share their knowledge and experiences with others.
The department further recognizes that the structured training programs and other training programs defined in this policy are the minimum training required for DOTD employees to perform their job duties and perform them safely. This policy also empowers administrators and supervisors to effectively direct the training of their staff and require additional training where necessary to improve employee performance and departmental operations.

3. DEFINITIONS:

A. Learning Management System (LMS) is defined as a software application or Web-based technology that provides a location for students to access information, courseware, and grades.

B. Structured Training Program (STP) is defined as the grouping of courses together to form course programs. Employees are subscribed to course programs as required by their assigned position and job title, each of which are required to be completed by a specific due date. Employees access their course programs in LEO and are able to register for or pre-book classroom courses and complete web-based training. The appendices provide additional information about specific types of course programs.

C. Due Date is defined as the date the employee is required to complete the training in the program. Due dates are specified in the appendices.

D. Grandfathered is defined as no training was required for the employee to remain in their existing position after implementation of training policy revisions. Grandfathered employees will typically see a due date of 12/31/8888 for their structured training programs.

If the grandfathered employee seeks to promote, then all training requirements, including those for a lower position level, must be completed prior to promotion. Once promoted, the grandfathered status is forfeited.

E. Overall Training Status is defined as the status which is displayed on Employee Training Records. The overall training status is used to notify employees and supervisors where employees stand with their training requirements. Employees should be "In Compliance" at all times.

(1) In Compliance – an employee has either completed, or has more time to complete, all required training. See requirements in the appropriate Structured Training Program appendix. Training programs can be completed; however, employees must continue to repeat courses that expire, as well as complete annual versions of certain required courses.

(2) Exception Required – an employee is past due with required training, but is currently booked or pre-booked in the training, or is on extended leave. In order for employees whose overall training status is "Exception Required" to be considered eligible for certain personnel actions, an exception must be approved by the LTRC Structured Training Program Manager for Headquarters/Section employees, or the District's Training Coordinator for District employees. The availability of the course and the employee's attempts to complete the course will be taken into

consideration when granting or denying an exception.

(3) Non-Compliant – an employee is past due for required training. The employee is not eligible for promotions, reallocations, or voluntary demotions while "Non-Compliant".

4. RESPONSIBILITIES

A. Employee. It is the responsibility of the employee to participate in workforce development, know what the training requirements are for their job level, and approach training in a continuous, systematic way, with career advancement in mind. Employees should begin completing required training courses as soon as possible, noting that training must be scheduled around work operations. It is the employee's responsibility to register for or pre-book required courses.

An employee may request additional training beyond what is required, but it is understood that the training should be:

(1) Directly related to the employee's job level and organizational unit

(2) Approved by the employee's supervisor

Supervisors should use good judgment in deciding if the training is appropriate and necessary.

B. Supervisor. It is the responsibility of the supervisor to promote and encourage an environment of continual learning, notify employees of training requirements, allow time for employee training and course preparation whenever possible, and realize that training should be scheduled around work activities. Supervisors should guide an employee's training through the use of the Performance Evaluation System (PES) process by establishing Individual Development Plans (IDPs) to set goals and define next steps after training, as well as by assigning training in addition to the minimum structured training requirements when necessary. Supervisors are responsible for monitoring the training of personnel to ensure that the training, certification, or authorization needs of the work area are met, as well as to ensure that employees are adequately trained in preparation for job assignments.

5. DOTD TRAINING REQUIREMENTS

This policy establishes the following training requirements and structured training programs. Specific requirements and details are provided in each appendix as to the purpose and implementation of information. Upon implementation of a new or revised training program, affected employees will be notified by the LTRC Technology Transfer and Training section of the required training and given guidelines for completing that training.

A. Management Development Training

B. Engineering Technician Structured Training Program

C. Maintenance Personnel Structured Training Program

D. Engineer Intern Structured Training Program

E. District Sign Specialist Structured Training Program

F. Administrative Coordinator and Assistant Structured Training Program

G. DOTD Human Resources (HR) Training

H. Civil Service Supervisory Training

I. DOTD LaGov Training Required by Security Role

J. Loss Prevention Training

K. Emergency Operations Training

6. CONFORMANCE WITH TRAINING

An employee's overall training status must always be "In Compliance". An employee's failure to maintain training set forth in this policy may result in disciplinary action in accordance with *Secretary's Policy and Procedure Memorandum No. 26* and *Chapter 12 of the Civil Service Rules.*

A. Employees are required to complete certain minimum training requirements to ensure safety and competency in handling job assignments in keeping with the level of their classifications. The minimum training requirements are contained in the structured training programs, which are defined and maintained for each employee in the appropriate Learning Management System (LMS).

B. The employee must successfully complete training to obtain credit on their training record. Courses may require passing a test prior to credit being given. When an employee successfully completes a course, the course credit remains valid unless the course credit expires or a course revision is required.

(1) If any course credit within an assigned training program expires, the employee must retake the course or a refresher course to remain in compliance with training requirements.

(2) When significant revisions to existing courses or programs are implemented, the employee must successfully complete the new or revised

course by the completion date established by the Department.

C. The Department will modify the structured training programs as needed to include training for new technology, new federal or state mandates, or revisions and modifications to DOTD policies, specifications, sampling procedures, test procedures, design methodology, new equipment, software, etc. Any modification of a specific training program included in this PPM shall become official without the revision of the entire PPM.

(1) When changes are made to structured training requirements, notification will be sent to the Executive Staff, Section Head/District Administrator, Section Training Coordinator or District Training Coordinator for distribution to affected employees.

D. Depending upon an employee's Structured Training Program (STP), requirements for conformance may vary.

(1) An employee must complete training in the time period specified in their specific program. Personnel actions may take place during the time period; however, the employee must complete the training for their current position in the time allotted.

(2) Employees are to be in compliance with the training requirements for their current level/position, as well as all requirements for preceding levels, prior to being eligible for permanent status, promotion, reallocation in a Career Progression Group, or voluntary demotion.

E. Performance Evaluation System: Training records will be reviewed annually by the supervisor and the employee during the PES process. If, at that time, the employee is not in compliance with required training courses, the deficiency shall be stated and reflected in the employee's Performance Evaluation System form and the employee will be issued a letter of warning for the training deficiency in accordance with *Secretary's Policy and Procedure Memorandum No. 26* and *Chapter 12 of the Civil Service Rules* for failing to meet/maintain structured training requirements for the position currently occupied.

7. PERSONNEL ACTIONS AND TRAINING

A. Permanent Status and Reallocation within a Career Progression Group: For permanent status or reallocations within a Career Progression Group, the employee's Supervisor will obtain the employee's training report from the District or Section training coordinator as proof that the employee has successfully completed all required training.

(1) For employees with an overall training status of Exception Required or Non-Compliant, the deficiencies shall be reviewed by LTRC or the applicable District Training Office. LTRC or the District Training Office shall prepare a Training Status Check for the appropriate Appointing Authority indicating whether an exception will be granted or not. If an exception is not granted, the employee will be required to take all outstanding training prior to becoming permanent or reallocating.

B. Promotion: For promotion, the District or Headquarters Human Resources Analyst will obtain the employee's training report from the District or Section training coordinator as proof that the employee has successfully completed all required training.

(1) For employees with an overall training status of Exception Required or Non-Compliant, the deficiencies shall be reviewed by LTRC or the applicable District Training Office. LTRC or the District Training Office shall prepare a Training Status Check for the appropriate Appointing Authority indicating whether an exception will be granted or not. If an exception is not granted, the employee will be required to take all outstanding training prior to promoting.

C. Demotion:

(1) Voluntary Demotion: If an employee takes a voluntary demotion, he or she will be required to be in compliance with all training requirements for their new position/level prior to becoming eligible for reallocation or promotion after taking the voluntary demotion.

(2) Disciplinary Demotion: If disciplinary action results in a demotion, employees will be required to complete all training requirements for their new position/level prior to becoming eligible for reallocation or promotion after the disciplinary demotion.

D. Detail to Special Duty: To be eligible for a classified detail to special duty, an employee must be in compliance with training requirements for the employee's home position prior to being placed on detail.

(1) A classified employee returning from a detail to the same position previously held prior to the detail must meet the training requirements of the position to which they return. The training due date will be extended by the amount of time the employee was detailed.

E. Job Appointments/Classified WAE: An employee who is hired on a temporary appointment will be exempt from structured training.

F. Returning to DOTD after a Break in Service: If an employee returns to DOTD after a break in service, the employee will be required to complete all training requirements for their new position, within the time frame specified by their respective Structured Training Program.

(1) If the employee was previously grandfathered, the employee forfeits their grandfathered status and must meet the training requirements for the position to which they are being hired into.

G. Part-time Employment: Part-time employees or employees with reduced working hours (a minimum of 20 hours per week on a fixed schedule) must take the training required for the position held.

H. Extenuating Circumstances: When extenuating circumstances (e.g., medical or family leave, extended approved leave, military leave, etc.) prevent an employee from complying with training requirements within the time frame stipulated, extensions may be granted.

(1) Requests for such extensions must include specific documentation and be recommended for approval by the Appointing Authority. Upon their recommendation, the Appointing Authority must submit the extension request to LTRC for consideration. Upon approval, the training due date will be extended by the amount of time deemed appropriate.

I. Personnel Actions and Grandfathering:

(1) Reallocation in a Career Progression Group: An employee with grandfather status will not keep that status if they move up through the Career Progression Group.

(2) Promotion: If an employee whose training is grandfathered receives a promotion, the employee forfeits their grandfathered status for the position from which they are promoting.

(3) Demotion: If an employee whose training is grandfathered receives a disciplinary demotion or takes a voluntary demotion, the employee forfeits their grandfathered status and must meet the training requirements for the position to which they were demoted prior to becoming eligible for reallocation or promotion.

(4) Detail to Special Duty: If an employee's training was grandfathered in their home position, they remain grandfathered once returned to their home position.

(5) Position Reallocation and Job Correction: An employee with grandfathered status will keep the grandfathered status for that position/level if the position itself is reallocated or job corrected. If the job correction results in a change in levels within the structured training program, three years will be allowed to meet requirements at the new level and must be completed within the time frame provided.

8. TRAINING SUBSTITUTIONS

Training substitutions will be considered on a case-by-case basis. Employees requesting a training substitution must submit their request in writing. All requests must be reviewed and approved through the employee's chain-of-command, up to the Appointing Authority. If the Appointing Authority denies the request for the substitution, the Appointing Authority's decision is final. Upon the Appointing Authority's approval, the request will be submitted to the Internal Structured Training Program Manager for review. Only formal training will be allowed as a substitution.

All training substitution requests must include:

A. Course title(s) for which the employee is requesting a substitution.

B. Course title(s) of completed coursework for which the employee believes should substitute for required training.

C. Documentation of completed course work, i.e., school transcripts, copies of completion certificates, etc. Acceptable grades include: "C" or better, "P" for pass, or "S" for satisfactory.

D. Specific course descriptions from a school catalog (on-line course descriptions are usually available on the school website) or a course syllabus.

9. TRAINING PROGRAM MODIFICATION

Program requirements may be modified only with the concurrence of the Transportation Curriculum Council, appropriate Office Head, and the Internal Structured Training Program Manager. A request for a change in training requirements must be submitted as a written request, to be approved through the chain-of-command, up to the Office Head. It must include specific details about the requested change, as well as justification for why the change is being requested. If the Office Head denies the request for the change, the Office Head's decision is final. Upon the Office Head's approval, the request will be submitted to the Internal Structured Training Program Manager for review. LTRC will present the recommendation to the Transportation Curriculum Council to review and approve or deny.

10. CIVIL SERVICE SUPERVISORY TRAINING

Civil Service training requirements for employees in supervisory, managerial and administrative jobs are mandated in the Civil Service Rules Chapter 25: Training and Workforce Development. Details pertaining to this training are located in Appendix H.

11. INDIVIDUAL COMPLIANCE DATE

Each employee's compliance date will vary. Compliance dates are based on the effective date of the employee's appointment, as well as the requirements defined in the appendix governing the structured training program the employee is assigned to. This policy does not affect actions with an effective date prior to January 1, 2007, unless otherwise stated above.

12. TRAINING REQUIRED BY STATE LAW

Employees must meet the requirements of all statutorily required training. Courses may not be contained in training programs but will be considered when determining an employee's overall training status. Details of current requirements as of the last revision date of this policy are listed in Appendix G.

13. LOSS PREVENTION TRAINING

Employees must meet the requirements specified by the DOTD Loss Prevention Section in accordance with requirements from the Louisiana Office of Risk Management and any other regulatory agencies. Courses may or may not be contained in training programs but will be considered when determining an employee's overall training status. Most Loss Prevention training has an expiration date and the employee must maintain a current record for all required training. Details pertaining to this training are located in Appendix J.

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Secretary

Attachments

# APPENDIX A
# MANAGEMENT DEVELOPMENT TRAINING

## 1. PURPOSE

This document establishes a uniform policy for the mandatory DOTD Management Development Structured Training Program. The program provides for the formal development of administrative and managerial skills of current and future employees to meet the goals and vision of DOTD. It is recognized that professional and managerial positions in DOTD may vary in the scope, complexity, and technical skills required.

## 2. PROGRAM IMPLEMENTATION

This program went into effect July 1, 2012 and replaced the Leadership Structured Training Program which took effect July 1, 2002.

NOTE: *Employees who were grandfathered in the Leadership program and were continuously employed since July 1, 2002 in the same position/job title may remain grandfathered unless the employee meets one of the conditions outlined in the PPM.*

## 3. DEFINITION OF TRAINING LEVELS

The standard Management Development program consists of four levels while the Technician Management Development program consists of two levels. Employees are assigned to a level based on their job title. Employees who are supervisors will also be required to complete Civil Service Supervisory Training which is detailed in Appendix H.

A. DOTD Management Development
Level 1 - Entry: non-supervisory; beginning level(s) in a job series;
Level 2 - Staff: journeyman, advanced journeyman or team leader;
Level 3 - Manager: first or second line supervisor;
Level 4 - Administrative: Appointing Authority and/or budget authority as defined in *DOTD Secretary's Policy and Procedure Memorandum No. 3*

B. DOTD Management Development for Technicians
Level 1 – Advanced-level non-supervisory Technicians;
Level 2 – Supervisory Technicians

## 4. CURRICULUM

All training included in this program will be made available to employees through the LTRC Technology Transfer and Training Section, Comprehensive Public Training Program (CPTP), the DOTD HQ Human Resources Section, and outside vendors. It will be the responsibility of the employee and their supervisor to make sure the appropriate training is taken in the time allotted. "Course Programs" are defined in the LEO Catalog. The individual Program-Levels

must be viewed to see the individual courses that are required. Registration for courses is performed using LEO, and web-based courses are taken in LEO. Completed courses will result in a Qualification on the LEO transcript for that course.

5. TRAINING REQUIREMENTS

Employees who are required to have training for a Management Development Program-Level will be subscribed to that Program-Level with a due date as specified below. Employees use LEO My Training to monitor their subscriptions and course statuses, to register for or pre-book courses or take web-based courses.

A. Due Dates for Program-Levels are assigned as follows:

(1) Level 1 – Entry must be completed within one year of the subscription.

(2) All other Levels must be completed within three years of the subscription.

B. Employees who are subscribed to Level 1–Entry while on probation must complete that training before becoming eligible to obtain permanent status and/or qualify for promotions.

C. Promotion Eligibility: Employees can be promoted to a higher job title prior to completing training required at their current level provided they are not on probation and not past the established due date. The Appointing Authority will provide documentation that the employee has either completed the current level or still has time to complete the training. *If an employee's overall training status shows as "Exception Required" or "Non-Compliant", an exception must be requested and approved prior to promoting.*

(1) If the employee is promoted into a job title which is assigned to the same Program Level as the employee's former position, the due date of the employee's required training will not be revised.

(2) If the employee is promoted into a job title which is assigned to a Program Level from a position that was not assigned to the same Program Level, the employee will be subscribed to the new Program Level with the appropriate due date.

(3) If the employee is promoted from a job title which is assigned to a lower Program Level into a job title which is assigned to a higher Program Level, the employee will receive a new due date to complete the higher Program Level, and will be required to complete the lower Program Level by its original due date.

D. Job Change to a job in a lower Program Level: the employee will be unsubscribed from the higher Program Level and will be subscribed to the lower Program Level if the employee does not already have credit for the lower level.

E. Job title added to the Management Development Program: the employee will be subscribed to the Program Level assigned to the job and will have a due date set as described above.

F. New Employees or Current Employees not in Management Development

(1) Will be subscribed to Level 1-Entry with a due date of one year from the employee's personnel action date.

(2) If the job title is at a higher level, the employee will also be subscribed to that Level and will be required to take those courses within three years of the subscription date.

G. An unclassified employee returning to his previously held classified position that has Management Development training requirements must complete the training requirements of the classified position upon return. The training due date will be extended by the amount of time the employee was in an unclassified position, but shall not exceed three years.

# APPENDIX B
# ENGINEERING TECHNICIANS' STRUCTURED TRAINING PROGRAM

## 1. PURPOSE

This program establishes a uniform policy for the mandatory technical and supervisory skills training and certification requirements of DOTD Engineering Technicians. It also covers the procedures to be followed by the Appointing Authority (District Administrator/Section Head, or designated representative) in the training of employees and the administration of this program.

## 2. PROGRAM IMPLEMENTATION

The effective date of this program was October 1, 2002. On that date, all Engineering Technicians were grandfathered into their existing position, and no training included in this program was required for the employee to remain in their existing position. However, to be eligible for a reallocation in a Career Progression Group or promotion, all STP requirements shall apply. The grandfathering does not apply to those employees who have been deficient in their previous training requirements provided that the deficient course(s) remain required.

## 3. GENERAL TRAINING REQUIREMENTS

A. All employees holding an Engineering Technician job title will be assigned to a STP. STP Assignments are based on job title, work location, and job duties performed.

(1) Engineering Technicians who have been assigned to a STP whose program name begins with DOTD PGM-ET… are governed by this Appendix. Engineering Technicians in the Maintenance area are governed by Appendix C.

(2) The due date for the STP is set or updated based on the latest personnel action and date. Due dates will be set to two years unless otherwise specified. See additional information below in Section 5.

(3) The STPs for District Construction, Laboratory and Training require Specialty Areas. Completion of those program(s) are required within the STP. See details of these requirements in Section 4 below.

B. Employee Training reports contain a section labeled "Required by Employee's Position". Training required within an employee's STP that expires and needs to be repeated to remain in compliance will appear here, as may any other training that is required by other Department policies. Failure to remain in compliance in any of this required training will also affect an employee's Overall Training Status.

4. SPECIALTY AREAS AND CONSTRUCTION CERTIFICATIONS, DISTRICT CONSTRUCTION, LABORATORY, AND TRAINING STPs

A. Specialty Areas and Certifications required within STPs are defined by the DOTD Certification Committee. While other training may be called "certification", only those listed below will be recognized for these purposes.

(1) Specialty Areas that lead to a Certification:

(a) Asphalt Concrete Plant Inspection

(b) Asphalt Concrete Paving Inspection

(c) Portland Cement Concrete (PCC) Paving Inspection

(d) Portland Cement Concrete (PCC) Plant Technician Inspection

(e) Embankment and Base Course Inspection

(f) Structural Concrete Inspection

(g) District Laboratory

(2) Specialty Areas without corresponding Certifications

(a) Asphalt Concrete Plant Technician (Prerequisite to Asphalt Concrete Plant Inspection)

(b) Wastewater Testing

B. The order in which the Specialty Area training should be attempted may be made at the Supervisor's discretion. It is the Supervisor's responsibility to ensure the employee is taking the training in the order desired. Training for more than one Specialty Area at a time may be pursued.

C. When Specialty Area training is required or desired, the Supervisor or employee should request the District Trainer or LTRC to subscribe the employee to the course program for the Specialty Area.

(1) If the employee is required to complete a Specialty Area to meet the requirements of a STP, the Specialty Area program must be completed by the due date required in the STP, regardless of the due date of the Specialty Area program.

D. A Specialty Area course program must be complete before the employee is eligible to pursue the requirements for a Certification in the area.

E. Grandfathering does not apply to Specialty Area or Certification requirements.

F. If new training is required for a Specialty Area or Certification, any employee who has already completed the Specialty Area or Certification may be required to complete it. If the employee fails to complete the new training within the time frame specified at implementation of the new training, the Specialty Area or Certification credit may be revoked.

G. If a Specialty Area or Certification is required to be eligible "to advance" to a title, the employee must complete it prior to the reallocation/promotion to the title.

H. Required Construction Certifications: The employee must maintain the number of valid certifications that are required in their STP, for their job title, for their overall training status to remain in compliance. Certifications expire after five years and can be renewed by passing a recertification exam. Certification(s) may be revoked if an employee fails to take additional training when required or if an employee violates Department policy.

5. TRAINING REQUIREMENTS FOR PERSONNEL ACTIONS

For existing employees, an Overall Training Status of "In Compliance" will be required. Employees in the District Construction, Laboratory or Training job titles are also subject to the requirements detailed in section 4 above.

A. New Hires: New employees appointed to an Engineering Technician position will have a prescribed amount of time (or less time if so designated by the Appointing Authority) to complete all training required for that position level in the employee's respective structured training program, according to the schedule outlined below:

(1) Fundamental training, listed as required for permanent status in an STP must be completed before the permanent status is granted.

(2) If hired at the Engineering Technician 1 (ET 1) level,

(a) Complete Fundamental training required to be eligible for permanent status within one year of the original appointment.

(b) Complete all training required at the ET 1 level within two years of the original appointment.

(c) Complete all training required at the ET 1 level to be eligible to promote or reallocate to a higher level in the ET job series.

(3) If hired at the Engineering Technician 2 (ET 2) level,

(a) Complete Fundamental training required to be eligible for permanent status within one year of the original appointment.

(b) Complete all training required at the ET 1 level within two years of the original appointment.

(c) Complete all training required at the ET 2 level, as well as any training designated as "to advance" to the ET 2 level, within three years of the original appointment.

(d) Complete all training required at the ET 2 level to be eligible to promote or reallocate to a higher level in the ET job series.

(4) If hired at the Engineering Technician 3 (ET 3) level,

(a) Complete Fundamental training and training required at the ET 1 level to be eligible for permanent status within one year of the original appointment.

(b) Complete all training required at the ET 2 level, as well as any training designated as "to advance" to the ET 2 level, within two years of the original appointment.

(c) Complete all training required at the ET 3 level, as well as any training designated as "to advance" to the ET 3 level, within three years of the original appointment.

(d) Complete all training required at the ET 3 level to be eligible to promote or reallocate to a higher level in the ET job series.

(5) If hired at the Engineering Technician 4 (ET4) level,

(a) Complete Fundamental training and all training required at the ET 1 as well as ET 2 levels to be eligible for permanent status within one year of the original appointment.

(b) Complete all training required at the ET 3 level, as well as any training designated as "to advance" to the ET 3 level, within two years of the original appointment.

(c) Complete all training required at the ET 4 level, as well as any training designated as "to advance" to the ET 4 level, within three years of the original appointment.

(d) Complete all training required at the ET 4 level to be eligible to promote to a higher level in the ET job series.

(6) If hired at the Engineering Technician 5 (ET 5) level,

(a) Complete Fundamental training and training required at the ET 1 as well as ET 2 level to be eligible for permanent status within one year of the original appointment.

(b) Complete all training required at the ET 3 level, as well as any training designated as "to advance" to the ET 3 level, within two years of the original appointment.

(c) Complete all training required at the ET 4 level, as well as any training designated as "to advance" to the ET 4 level, within three years of the original appointment.

(d) Complete all training required at the ET 5 level to be eligible to promote to a higher level in the ET job series within four years of the original appointment.

B. Promotions and Reallocations in a Career Progression Group (CPG): In order to be eligible for a promotion or reallocation in a CPG, the employee's overall training status must reflect that the employee is in Compliance, otherwise an exception must be requested.

(1) Promoting into or reallocating within a position assigned to the same STP the employee is currently subscribed to:

(a) Training up to and including that of their current level in the STP must be complete, even if the due date indicates that the employee has more time to complete their required training.

(b) Training listed as "to advance" to the new job title must be complete to be considered eligible for advancement.

(c) Exceptions may be requested if the required training has not been available for the employee to complete.

(2) Promoting into a position assigned to a different STP than the employee is currently subscribed to:

(a) All provisions of (1) above must be met.

(b) After promotion or reallocation to the position assigned to the new STP, the employee's incomplete subscription to the former STP is removed and the employee is subscribed to the new STP.

(3) Upon promotion or reallocation, the employee's due date will be set to two years from the effective date of the personnel action.

C. Lateral Transfers: This structured training program and the required training do not restrict the transfer or promotion of an Engineering Technician from one District or Section to another District or Section.

(1) Employees whose training was originally grandfathered will maintain their grandfather status only if the employee is laterally transferring within the same STP, unless an exception is requested and approved by the Office Head.

(2) Employees who laterally transfer into a position assigned to the same STP will maintain the same due date for their required training.

(3) Employees who laterally transfer into a position assigned to a different STP will be unsubscribed from the former STP and subscribed to the new STP with a due date of two years from the personnel action.

(a) Employees who laterally transfer into a position assigned to a different STP must reflect a training status of In Compliance in their present STP, or be In Compliance for the requirements of the STP to which they are transferring into prior to the effective date of the personnel action.

D. Voluntary Demotions

(1) Employees who request a voluntary demotion and are presently employed in the Engineering Technician job series will forfeit any grandfathering status they may have had and will be required to meet all training up to and including the level of the STP of their new title within two years of the demotion.

(2) Employees who request a voluntary demotion and are not currently employed in the Engineering Technician job series must have successfully completed these training courses: *Introduction to the Standard*

*Specifications for Roads and Bridges* and either *Mathematics for Construction Personnel Volume 1* or *Location and Design Basic Math* prior to the personnel action.

(a) For purposes of assignment of the due date for the STP, the employee is treated as a New Hire. Any other STP course program subscriptions will be deleted.

E. Engineering Technicians applying for a Parish Maintenance Specialist positions: An Engineering Technician holding a construction position and who wants to apply for a Parish Maintenance Specialist position should refer to the training requirements given in PPM 59, Appendix C, Maintenance Personnel Structured Training Program. *Engineering Technicians who are moving into the Parish Maintenance Specialist position must have successfully completed these training courses: Introduction to the Standard Specifications for Roads and Bridges* and *Maintenance Math prior to the transfer.*

# APPENDIX C
# MAINTENANCE PERSONNEL STRUCTURED TRAINING PROGRAM

## 1. PURPOSE

This program establishes a uniform policy for the mandatory technical and supervisory skills training and certification requirements for DOTD maintenance employees.

## 2. PROGRAM IMPLEMENTATION

The effective date of this program was March 1, 1994. Incumbents in all classifications were expected to complete the indicated training for their current structured training program (STP) and each lower level in their STP within three years of their last personnel action. In order to be eligible for reallocation in a Career Progression Group or a promotion within their STP, all maintenance employees must have successfully completed all course requirements for their current level.

## 3. TRAINING REQUIREMENTS

A. Employees in Supervisory Job Titles: All employees in titles designated by Civil Service as "Supervisory" are required to complete all supervisory training. See Appendix G for HR requirements and Appendix H for Civil Service Supervisory requirements.

B. Employees in Engineering Technicians 5, DCL, and 7 Job Titles: All employees employed in these job titles, and subscribed to the Maintenance Personnel STP, are required to complete the Management Development Program for Technicians. See Appendix A for Management Development requirements.

C. Structured Training Programs: The Maintenance Personnel STP due dates are set to two years from the employee's most recent personnel action date unless otherwise noted. Supervisors may require an earlier date for some or all training. Training identified as "Safety" will usually be required within 30 days of assignment to the STP.

D. Additional Requirements: Training required within an employee's STP that expires and needs to be repeated to remain in compliance will appear on Status Reports as "Training Required by Employee's Position". Training required by other department policies may appear here as well. Training that may be uniquely required for an employee's job assignments may also be assigned.

E. Equipment Operator Training: Equipment operator training is an extension of the Structured Training Program. Operation of certain pieces of equipment may be required in the STP. In addition to equipment training required in the STP, an employee may be assigned to pieces of equipment listed on a checklist. The

employee will be required to take any training on those pieces of equipment by a due date specified by their supervisor.

4. PARISH HIGHWAY MAINTENANCE SUPERINTENDENT

A. Internal candidates for the Parish Highway Maintenance Superintendent job title must successfully complete the training courses listed at the first level in the Parish Maintenance Superintendent Program as found in LEO/LSO, prior to being appointed to the job.

5. SAFETY TRAINING REQUIRED BY COAST GUARD FOR MARINE STPs

The Coast Guard requires yearly safety training for employees in job titles or positions that fall under Coast Guard rules. Courses may be web-based in LSO or may be delivered in person.

A. Employees will be assigned to Marine Safety Training based on their STP. Employees may be assigned individually in the event that the employee is assigned to perform Marine duties from time to time.

B. Employees required to take this training must stay up to date with the training or their Overall Training Status will be out of compliance.

C. Training required will be listed in the DOTD LMS and shown on the Employee Status Report under "Training Required by Employee Position".

6. TRAINING REQUIREMENTS FOR PERSONNEL ACTIONS

New employees, employees promoted to a new position, employees reallocated in a Career Progression Group, those reassigned to a new position, those making a lateral change, or those transferring into a maintenance position, will be given two years to fulfill the maintenance structured training requirements for their new position in accordance with the *Secretary's Policy and Procedure Memorandum No. 26* and *Chapter 12 of the Civil Service Rules*.

# APPENDIX D
# ENGINEER INTERN STRUCTURED TRAINING PROGRAM

## 1. PURPOSE

This program establishes a uniform policy for the mandatory training requirements for the DOTD Engineer Interns and procedures to be followed by the Appointing Authority (District Administrator/Section Head or designated representative) in the training of employees and in the administration of this program.

## 2. PROGRAM IMPLEMENTATION

This program was implemented on March 1, 2004. Engineer Interns hired before this date are not required to take these courses.

## 3. PROCEDURES

New employees will be advised by the Section/District (in writing--by receipt of a copy of *PPM 59, Workforce Development,* which includes Appendix D - Engineer Intern Structured Training Program, and a training course listing for appropriate job class) of training requirements and penalties for non-compliance.

## 4. TRAINING REQUIREMENTS

It is DOTD policy that Engineer Interns be required to meet minimum training requirements. Current training requirements are maintained in the department's Learning Management Systems.

Engineer Interns are given one year after the date of hire, or personnel action resulting in the employee moving into the Engineer Intern job series, to complete the following two training programs. An Engineer Intern should not be eligible for permanent status until this training has been completed. An Engineer Intern or Applicant who is hired on a Job Appointment is required to take the training in part A below.

A. <u>DOTD PGM-STP ENGINT Engineer Intern</u>
   (1) DOTD STP Standard Specifications – self-study, pass test
   (2) DOTD STP Highway Plan Reading Volumes 1 and 2 – self-study, pass test
   (3) DOTD STW Basic Flagging Procedures – instructor-led
   (4) DOTD BP Complete Streets Part 1 - web-based training

B. <u>DOTD PGM Mgmt Dev Level 1 – Entry</u>
   See Appendix A for information related to the Management Development Program.

# APPENDIX E
# DISTRICT SIGN SPECIALIST STRUCTURED TRAINING PROGRAM

## 1. PURPOSE

This program establishes a uniform policy for the mandatory training and certification requirements for the DOTD District Sign Specialists/Leaders and procedures to be followed by the Appointing Authority (District Administrator/Section Head or his designated representative) in the training of employees and in the administration of this program.

## 2. PROGRAM IMPLEMENTATION

The effective date of this training policy is July 1, 2015.

## 3. PROCEDURES

New employees will be advised by the Section/District (in writing--by receipt of a copy of *PPM 59, Workforce Development,* which includes Appendix E – District Sign Specialist Structured Training Program, and a training course listing for appropriate job class) of training requirements and penalties for non-compliance.

## 4. TRAINING REQUIREMENTS

A. New Hires: New employees appointed to a District Sign Specialist position will have a prescribed amount of time to complete all training required for each position level. The schedule is as follows:

(1) For permanent status: Successfully complete all training required at the Sign Specialist 1 level within 1 year of appointment.

(2) For promotion or reallocation to Sign Specialist 2: Have permanent status, and successfully complete all required training and certifications for Sign Specialist 1. Must complete all required training and certifications for Level 2 within two years.

(a) If hired at Sign Specialist 2: Complete all training required at the Sign Specialist 1 and 2 levels within two years of the original appointment.

(3) For promotion to Leader: Have successfully completed all training and certifications for Sign Specialist 1 and 2. Must complete all required training and certifications for Leader within two years of date of promotion.

(a) If hired at the Leader level: Complete all training required at the Sign Specialist 1 and 2 levels within two years of the original appointment. Complete all training required at the Sign Specialist Leader level with three years of the original appointment.

(4) For promotion to Foreman: Have successfully completed all training and certifications for all previous levels. Must complete all required training and certifications for Foreman within two years of date of promotion.

(a) If hired at the Foreman Level: Complete all training required at the Sign Specialist 1 and 2 levels within one year of the original appointment. Complete all training required at the Sign Specialist Leader level within two years of the original appointment. Complete all training required at the Foreman level within three years of the original appointment.

The time frame may be shortened by the Appointing Authority as needed to ensure satisfactory work performance.

B. Grandfathering: District Sign Specialists hired before June 20, 2015 are grandfathered for their training requirements in their current positions. Employees will maintain grandfather status only if they make a lateral transfer within the same STP.

C. Maintaining ATSSA Certifications: The District Sign Specialist Structured Training Program requires 6 certifications starting at Level 1. The certifications are as follows:

*Level 1 - ATSSA Traffic Control Technician*
*ATSSA Sign Technician Level 1*

*Level 2 - ATSSA Traffic Control Supervisor*
*ATSSA Sign Technician Level 2*

*Leader - ATSSA Traffic Control Design Specialist*
*ATSSA Sign Technician Level 3*

Employees are allowed two attempts to pass their certifications. If, after two attempts, the certification is not passed, the employee must wait 6 months before the next attempt.

When an employee obtains a Traffic Control or Sign Technician certification, it remains valid for 4 years. At the end of that time, the employee must recertify at the highest level of certification obtained in both areas. Failure to recertify in either area after two attempts will mean the employee will be demoted to the

previous level and have to successfully complete the certification at that level before they are eligible to be promoted back to their former position.

It is the responsibility of the employee to register for or pre-book these certification classes.

# APPENDIX F
# ADMINISTRATIVE COORDINATOR AND ASSISTANT STRUCTURED TRAINING PROGRAM

## 1. PURPOSE

This program establishes a uniform policy for the mandatory training requirements for employees who are in the job titles of Administrative Coordinators or Administrative Assistants.

## 2. PROGRAM IMPLEMENTATION

The effective date of this program was October 15, 2015. Administrative Assistant 6 positions were exempt from the training program. Incumbents in all other classifications were given three years from the date of implementation of the program to meet the training requirements at and below the level of their current job title. No grandfathering was allowed.

## 3. TRAINING REQUIREMENTS

Two different types of training programs are required for these job titles. The courses required in the programs are specified in the LMS.

A. Structured Training Programs: Four different programs are available and the assignment is usually made as described below. The Appointing Authority or training coordinator may request assignment to one of the other programs that is most appropriate for the employee's job duties.

(1) DOTD PGM-Office ADASST Admin Asst/Coor: For Admin Assistants and Admin Coordinators not in maintenance gangs.

(2) DOTD PGM-Office CLERKS Dist Maint Clerks: For Admin Coordinators in the District maintenance gangs. May be used by others.

(3) DOTD PGM-Office STOCLE Stock Clerks: For employees in the job titles whose primary duty is a stock clerk.

(4) DOTD PGM-Office 55WHSE Sec 55 Warehouse: For Admin Assistants and Admin Coordinators in section 55, in the warehouse.

B. PC Computer Training – DOTD PGM Computers for Admin Coor/Assts: An additional training program with PC Training requirements is required of all Admin Coordinators and Assistants and courses required in the program can be found in the LMS.

Employees are assigned to this program when they first enter the Admin Coordinator or Assistant job series. The due date is set to three years from the first

personnel action date for the employee in either of these job series. The due date for the program is not changed after further personnel actions within the job series.

4. PROMOTIONS, REALLOCATIONS AND LATERALS

New employees, employees promoted to a new position, those reassigned to a new position and those making a lateral change will be given due dates in the two programs above as described above. Prior to promotion, the employee must have completed all training in their STP through their current job title even if their assigned due date for their STP was later. The employee must be in compliance with the PC Computer training program requirement which means it does not need to be complete until its due date.

# APPENDIX G
# DOTD HUMAN RESOURCES (HR) TRAINING

## 1. PURPOSE

This appendix provides information on HR training courses that are available internally for the professional development of supervisory and non-supervisory personnel. Completion of some HR training courses is mandatory for certain Structured Training Programs. HR training courses can be viewed and registered for through LEO. Current courses may be revised, and additional ones developed as training needs dictate. At such time, this appendix will be updated accordingly. The HQ HR Section will publicize up-to-date course descriptions of all HR courses on the HR Intranet homepage.

## 2. HR TRAINING COURSES REQUIRED BY STATE OR FEDERAL LAW

Some HR training courses required for supervisory and/or non-supervisory employees are not included in a Structured Training Program, but are required by state or federal authorities. Each of these courses has an expiration date. Supervisory employees are responsible for ensuring that employees within their units complete such training as required. To take these courses, employees must register through LEO for instructor-led classes or complete the course through LEO for web-based classes. *Note: Supervisors are required to take both the Employee and the Supervisor versions of the courses listed below.*

A. *DOTD HR Preventing Workplace Violence – Supervisors* (Required every three years)

B. *DOTD HR Preventing Workplace Violence – All Employees* (Required every three years)

C. *DOTD HR Substance Abuse Training – Supervisors* (Required every three years)

D. *DOTD HR Substance Abuse Training - Employees* (Required every three years)

E. *Code of Ethics for Public Servants* (Required each calendar year)

F. *SCS Cybersecurity Awareness* (Required each calendar year)

## 3. COMPLIANCE PROGRAMS TRAINING COURSES REQUIRED BY STATE OR FEDERAL LAW

A. *CPTP Preventing Sexual Harassment – Supervisors* (Required each calendar year)

B. *CPTP Preventing Sexual Harassment* (Required each calendar year)

C. *DOTD EEO Biennial Meeting* (Current version required. New version is released every two years)

4. HR TRAINING REQUIRED BY DOTD POLICY

As DOTD policies are implemented and/or revised, the need may arise for training to support policy directives. The following course(s) are mandated by the Secretary's Policy and Procedure Memorandums (PPMs); reference is made to the corresponding PPM(s) below. For Headquarters employees, this training is scheduled by the Headquarters HR Section. For District employees, the District Training Coordinators will schedule such training for employees within their respective Districts. To take these courses, employees must register through LEO for instructor-led classes or complete the courses through LEO if web-based.

A. *Orientation for New Employees* (PPM 22)

B. *New Supervisor Orientation*

C. *Selecting the Best* (PPM 33)

D. *Interview Panel Member Training* (PPM 33)

5. NON-MANDATORY HR TRAINING COURSES

The Headquarters HR Section offers optional courses on an as-needed basis for the professional development of supervisory and non-supervisory personnel. These courses are generally developed as a result of feedback or as special training needs arise. The HQ HR Section will publicize these courses on the HR Training tab of the HR Intranet homepage and by other electronic means. To take these courses, employees must register through LEO for instructor-led classes or complete the course through LEO for web-based classes. Requests for additional courses should be made to the DOTD HQ HR Training Specialist.

6. ADDITIONAL INFORMATION

When significant revisions are made which cancel and supersede previous course completions, employees will be notified whether they must successfully complete the revised material in order to retain credit for the course. Any questions regarding the HR Training Program may be directed to the HR Training Specialist.

Questions regarding Compliance Programs training may be directed to Section 37 – Compliance Programs.

# APPENDIX H
# CIVIL SERVICE SUPERVISORY TRAINING

## 1. PURPOSE

The State Civil Service Commission has established Minimum Supervisory Training Requirements in accordance with Civil Service Rule 22.10 for all employees who occupy jobs that are designated as part of a supervisory group. The training required by this policy reflects minimum requirements. Individuals assigned to this training may also be assigned to the Management Development Structured Training Program.

The list of jobs in each supervisory group may be viewed on the Civil Service web site, along with the program requirements.

Employees are responsible for scheduling and attending the training and for making reasonable notification prior to the training date when scheduled training must be cancelled. All scheduling for this training is to be done in LEO/LSO by the employee. Instructor-led training should be booked in advance, and when no dates are available, the training should be pre-booked. When at all possible, cancellation notice of an instructor-led class shall be rendered at least five (5) working days prior to the class date to allow sufficient time for substitutions to be made.

## 2. PROGRAM IMPLEMENTATION

DOTD began requiring the Civil Service Supervisory Training July 1, 2012. Civil Service significantly revised their program in January 2015, and employees who did not meet the requirements prior to July 2015 were required to meet the new requirements. No grandfathering was allowed.

Employees who have earned the Certificate in Supervisory Techniques (CST) shall be considered as having met all training requirements for Core, Supervisory Group 1 and Supervisory Group 2. Employees who have earned the Certified Public Manager (CPM) designation shall be considered as having met all training requirements for all four Supervisory Groups.

## 3. TRAINING REQUIREMENTS

There are three different "Supervisory Groups" defined in this training policy. The list of jobs in each supervisory group may be viewed on the Civil Service website, along with the program requirements. See LEO for the current course requirements of all course programs in this policy. For programs with a Capstone Course, all web-based training in the program must be completed before the Capstone Course can be booked.

A. Supervisory Group Training: Effective August 10, 2019, employees covered by this policy will be automatically subscribed by the LEO system to the program(s) with a due date as described in Civil Service policy.

(1) GROUP 1 – Two distinct training programs are required

(a) CPTP Core Supervisory Group 2015 – web-based courses plus an instructor-led CORE Capstone course are to be completed in one year from the personnel action date of moving into a Group 1 title.

(b) CPTP Supervisory Group 1 2015 – web-based courses plus an instructor-led Group 1 Capstone course are to be completed two years after the due date of the Core program.

(2) GROUP 2 – All Group 1 required training programs plus Group 2 training.

(a) If employee was not previously in Group 1, then the two programs required under Group 1 programs are required as detailed above.

(b) If Group 1 programs were previously required and are not yet complete, they must be completed by their original due dates.

(c) CPTP Supervisory Group 2 2015 – web-based courses plus an instructor-led Group 2 Capstone course are to be completed in one year from the personnel action date of first moving into a Group 2 title or one year following the due date of the CPTP Supervisory Group 1 2015 program.

(3) GROUP 3

(a) Employees who were previously in Groups 1 and/or 2 must complete any incomplete assigned training for those group(s) by the original due date.

(b) CPTP Supervisory Group 3 2015 – web-based courses are to be completed in one year from the personnel action date of first moving into a Group 3 title. The Group 3 web-based courses are the same courses as the CORE web-based courses required of Group 1 titles, so if those courses were previously completed, no further training is required.

B. Performance Evaluation System (PES) Training – CPTP PES Supervisory Training – the program consists of three web-based courses and will be subscribed by the DOTD HR Training Specialist. New classified state supervisors will be required to complete this training program within 90 days of hire or promotion/appointment to the supervisory position.

C. CPTP Continuing Education: Continuing education applies to supervisors whose job is in CPTP Supervisory Groups 1 or 2. The continuing education requirement starts the beginning of the performance year (fiscal year) AFTER the last program due date. At the beginning of each fiscal year, CPTP will publish a list of courses that qualify for continuing education that year. Completing one of those courses during the fiscal year will satisfy the continuing education requirement for that year.

Employees who do not complete the continuing education requirement during the fiscal year will be considered Non-Compliant on their training status for PES purposes.

4. PERSONNEL ACTIONS

A. Promotions: For employees currently in a Supervisory Group who are promoted into a job title in a different Supervisory Group the deadline for the new group is based on the deadline from the previous group. See Training Requirements above for the assignment of programs and due dates. If the new job title is in the same Group as the old job title, the original due dates for training remain as is.

B. Reallocations: As a general rule, changes that result in movement from one supervisory group to another are accomplished by promotion. In the rare case that an employee is reallocated to a job in a different Supervisory Group, the guidelines governing promotions will apply.

C. Details: Effective August 10, 2019, Training requirements for employees who are placed on detail will be the same as if the employee was placed permanently into the position. If the employee is returned from detail to their home position, the LMS system will remove the supervisory group program subscriptions that no longer apply to the employee.

5. DOTD COORDINATOR FOR CPTP TRAINING

The LTRC Management Development Program Manager is responsible for the coordination of these training requirements for DOTD.

# APPENDIX I
# DOTD LAGOV TRAINING REQUIRED BY SECURITY ROLE

## 1. PURPOSE

This appendix establishes the LaGov training policy for DOTD employees.

## 2. PROGRAM IMPLEMENTATION

The effective date of the LaGov training policy is July 1, 2014.

## 3. TRAINING REQUIREMENTS

DOTD employees who are assigned security role(s) in LaGov will be subscribed to the LaGov training program(s) associated with the LaGov security role(s) assigned. DOTD employees must complete the subscribed LaGov training program(s) within one year of subscription. DOTD employees are compliant with the LaGov training program requirements when they have completed all required online training, completed all required instructor-led training offered by DOA, and pre-booked all required instructor-led training not offered by DOA.

After one year, employees are eligible for the experienced user qualification. To receive this qualification, employees must complete all web-based training, demonstrate to their supervisor that they are competent in the use of the LaGov system based on their on-the-job training, and receive approval from their supervisor to receive the experienced user qualification. Decision Support tracks eligibility and contacts employees who meet the criteria.

## 4. CURRICULUM

DOTD employees can access, book, and pre-book all required LaGov training through Louisiana Employees Online (LEO) - My Training. DOTD employees can locate the LaGov training program(s) that they are subscribed to under My Training - Activities in the Course Program tab. Online training courses are booked and completed in LEO. Instructor-led training courses are booked or pre-booked in LEO. Completed courses will result in a qualification on the employees training transcript.

## 5. SECURITY REQUESTS

DOTD employees with subscription(s) to training program(s) for LaGov modules not required for their actual job duties may have been assigned LaGov security role(s) not relevant to their position. These employees should contact their supervisor, and if the supervisor agrees, the employee should submit a request to remove the security role using the Request LaGov Security form found on the LaGov Information Site on DOTD's Intranet.

DOTD employees should use the same form to request additional LaGov security. Questions about this program should be directed to the Enterprise Support Services.

# APPENDIX J
# LOSS PREVENTION TRAINING

## 1. PURPOSE

To specify the training required by and/or monitored by the DOTD Loss Prevention Section. The training covered in this appendix may be required by federal or state regulatory agencies, the Louisiana Office of Risk Management or by DOTD.

## 2. GENERAL TRAINING REQUIREMENTS

Courses may be required in specific STPs or may be specified according to individual employee's responsibilities. Courses required often expire and must be repeated, or refresher courses taken, for the employee to remain in compliance.

Any course that is listed as required by all employees, all supervisors, or by an employee's position must have a current, unexpired record in the LMS for the employee's overall training status to be considered "in compliance". At the end of the PES period, an employee who is not in compliance with any training required by Loss Prevention will have a status of "Non-Compliant" for PES purposes.

New employees are expected to complete this required training within 30 days of employment. Once complete, courses that expire should be repeated prior to expiration or immediately upon expiration. Courses that must be taken annually should be taken prior to November 1st and the Appointing Authority may require them to be taken earlier.

## 3. COURSES REQUIRED OF ALL EMPLOYEES

A. ORM Blood Borne Pathogens (Expires every 5 years)

B. ORM Defensive Driving (Expires every 3 years) Note: For employees who cannot drive or cannot drive state vehicles credit can be given for DOTD LP DOES NOT DRIVE to acknowledge the course is not required.

C. DOTD LP Hazardous Communications

(1) Full course required unless otherwise noted by Loss Prevention. Certain personnel must take an annual refresher.

D. Courses required in Appendix G, as well as included in ORM audits of Loss Prevention

(1) DOTD EEO Biennial Meeting (latest version; new version issued every two years)

(2) DOTD HR Preventing Workplace Violence - Employee (every three years)

(3) DOTD HR Substance Abuse - Employee (every three years)

(4) CPTP Preventing Sexual Harassment (annually)

(5) La Code of Ethics (annually)

(6) If an employee is designated as a supervisor – either because their job title has been designated as supervisory by Civil Service or their Appointing Authority has declared them a DOTD supervisor:

(a) CPTP Preventing Sexual Harassment Supervisor (annually)

(b) DOTD HR Preventing Violence Supervisor (every three years)

(c) DOTD HR Substance Abuse Supervisor (every three years)

4. COURSES REQUIRED BASED ON JOB DUTIES

Certain job locations or job titles may require specific training to be completed and possibly repeated at a certain interval. When possible, this training will be specified within the DOTD reporting and will affect an employee's overall training status.

A. DOTD STL Hazardous Communications Annual Refresher

B. DOTD LP Lockout-Tagout (annually)

C. DOTD LP Confined Spaces WBT (every three years, with the exception of Marine which expires annually)

D. DOTD LP Hi-Risk Blood Borne Pathogens (annually)

E. DOTD LP Better Boating – (full course is required once and a refresher course is required every three years thereafter.)

# APPENDIX K
# EMERGENCY OPERATIONS TRAINING

## 1. PURPOSE

To specify the training required for employees participating in Emergency Operations. Questions regarding Emergency Operations training requirements should be directed to DOTD's Section 55 Emergency Operations personnel.

## 2. EMERGENCY OPERATIONS TRAINING

The Department of Homeland Security/Federal Emergency Management Agency's (DHS/FEMA) National Incident Management System (NIMS) training provides personnel with the knowledge, skills, and abilities needed to perform key tasks required during natural or man-made disasters. Certain positions within DOTD are required to respond in emergency situations Employees must complete the training required of their position. This training must be completed before employees will be allowed to work in an emergency situation.