
CAREER MANAGEMENT AND DEVELOPMENT

A9.160 UNIVERSITY EMPLOYEE TRAINING

1. Purpose. To comply with the Governor's Executive Policy dated July 18, 1963 in providing employees with opportunities in career and skills development in accordance with Title 14, Administrative Rules, Department of Personnel Services Section 10, Employee Development. Also to carry out the applicable training provisions that were negotiated in the respective collective bargaining agreements.
2. Objective. To comply with established policies and procedures for processing in-service and out-service training requests.
3. Applicability/Responsibility. In-service and out-service training requests for all full-time University civil service and BOR employees are required for attendance of training sessions, regardless of sources of funding, except as provided for in Administrative Procedure A8.851. (The collective bargaining agreements and the Faculty Handbook for Manoa and Hilo Campuses should be referred to as applicable or as needed depending upon the nature and circumstances of the training requests.)

Employees whose employment are less than half-time and/or who are employed for three months or less are not eligible for these training activities. There should be reasonable assurance that the knowledge and/or skill acquired by the employee will remain available to the University for a period of time.

4. Definitions.
 - a. In-Service Training: Training provided for employees in areas directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification or to prepare them for future assignments, using resources and facilities within the jurisdiction of the State government.
 - b. Out-Service Training. Training provided employees as

mentioned in the definition for in-service training, but using resources and/or facilities outside the jurisdiction of the State government.

5. Procedures.

a. General Information:

- 1) Training expenditure or cost that arises should be processed in accordance with Administrative Procedures A8.861.
- 2) Campus personnel offices shall be responsible for maintenance of a course description file for DPS monthly scheduled training.

b. In-Service Training:

- 1) Registration for all "DPS in-service" type of training must be accomplished through proper submission of appropriate forms within 15 working days prior to the starting date of the course. See Attachment 1 for complete instructions.
- 2) "University in-house" training which does not entail a cost except for travel purposes, i.e. travel fare, per diem, to attend a workshop in Honolulu from the neighbor islands, does not require a DPS registration to be submitted. Transaction of these "in-house" training should be processed through procedures found in Administrative Procedures A8.861.

c. Out-Service Training:

- 1) To attend any out-service training course, a completed Out-Service Request (OSTR) must be submitted along with attachments providing information such as course description and schedule of events and sessions, no later than 20 working days prior to the starting date of the training. In the event the 20 working days suspense date cannot be met, a written justification stating the circumstances which prevent the timely submission of the request must be attached to the form before further processing will occur. Refer to Attachment 2 for complete instructions.

Exception: Persons on extramural funds administered by the University need not follow the above mentioned out-service procedures if no registration fee or tuition is required. The transaction should be processed in accordance with Administrative Procedures A8.861.

- d. Departmental Sponsored Training: If a college/division plans to sponsor an in-service or out-service training program and State funds are to be expended, the coordinator should seek technical advice from the University Personnel Office, Employee Relations Section. Refer to Attachment 2 for details.
6. Availability of Forms. Using agencies may reproduce the forms as needed or obtain them from the University Personnel Office, employee Relation Section.

Attachments:

1. In-Service Training Instruction and Forms
2. Out-Service Training Instruction and Forms
3. Maps

I N S T R U C T I O N S

IN-SERVICE TRAINING FORMS

In-service training: Training provided employees in areas directly related to their jobs so as to increase their effectiveness, knowledge, proficiency, skill and qualification or to prepare them for future assignments, using resources and facilities within the jurisdiction of the State government.

1. Training activities (see DPS monthly training schedule) sponsored by DPS require registration through the appropriate registration forms as described below:
 - . DPS monthly training classes: Registration is through DPS Form 410, "Registration/Invoice Form" unless otherwise specified.
 - . Driver Improvement Program: Because specific information is required, registration must be on Driver Improvement Program registration/attendance form. Program for employees, who in the course of their employment are required to operate heavy trucks (over 10,000 lbs.) Buses, tractors, etc.
 - . Pre-Retirement and New Employee Orientations: Registration will be accepted only on the specified forms. Listing coordinated at campus personnel offices and submitted via campus personnel office to the University Personnel Office.
 - . Other Training Activities: Registration Procedure varies on these special training courses; may also call in nominations for HIMAG courses.
 - . HIMAG courses: For managerial positions--executive seminars designed to improve management and analyses of public programs. (Limited enrollment) Brown bag seminars are conducted periodically and enrollment is usually unlimited.
 - . University In-House Training: These activities are handled internally if they do not entail a cost. If cost entails only per diem, travel, mileage, hotel accommodations so that neighbor island personnel may also take advantage of these in-house training courses, reimbursement should be processed through Administrative Procedure A8.861. If training entails a cost for registration, materials, consultant's fee, an out-service training request is required.
2. Information on training forms should be typed and submitted as follows:
 - . Original and 3 copies to University Personnel Office. Please review--all appropriate information must be included

and document signed by participant's supervisor.

- . Participant's names should be listed in order of priority. A waiting list will be established on a first-come, first served basis.
 - . Forms must be at University Personnel Office at least fifteen (15) working days prior to the starting date of the course. Forms received late will be honored only if there is space available.
 - . Payment: Upon receipt of the approved copy signed by DPS, departments are to process payment as payment is usually required before attendance. DPS does not accept purchase orders. Payment must be by check. Personal checks are accepted. For payment procedures, See Administrative Procedure A8.861.
 - . Parking: If participant requires a parking pass, this must be designated on the registration form. Participants requesting parking passes should report to class fifteen minutes before class to obtain pass.
 - . Cancellations: If registered candidate(s) are unable to attend, please notify the University Personnel Office 948-8893 at least (5) working days prior to the training program. If there is a cost to the program, departments will charged the actual cost of the program for late cancellations and "no shows."
3. Candidates who have not received confirmation within (3) days of the date of training session requested should contact their supervisor as to the status of their attendances.

DPS Form 410

DEPARTMENT OF PERSONNEL SERVICES
Registration/Invoice Form

PLEASE INCLUDE
SELF-ADDRESSED
ENVELOPE

COURSE TITLE: _____

Department University of Hawaii

Program Date _____

INSTRUCTIONS

Session _____

1. Each department should submit 4 copies at least 15 working days prior to program
2. Names are to be submitted on separate registration for each session
3. Names should be in order of priority
4. Type in appropriate information
5. If confirmation is not received within 3 days of session, call 948-8893
6. If there is a cost to the program, departments will be charged the actual cost of the program for late cancellations and "no shows"

Parking Pass	Name Last,	First	Title	Division	BU	DPS Use
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Signature of Requesting Authority _____ Date _____
(Participant's Supervisor)

Contact Person (Type Name) _____ Phone _____ Bldg. _____ Rm. _____

Signature for University _____ Date _____ Phone 948-8893 Rm. Bach 121
(Personnel Office)

FOR DPS USE ONLY --

INVOICE

DPS Invoice No. _____ Your P.O. No. _____

Description	Unit Cost	Total Cost

Certification as an original DPS Invoice _____

Date _____

STATE OF HAWAII
 Driver Improvement Program
 Registration/Attendance Form

PLEASE INCLUDE
 SELF-ADDRESSED
 ENVELOPE

Session: _____

Department of: University of Hawaii

Date: _____

Division: _____ BLDG. _____

- Instructions: 1) Submit 4 completed (typed) copies.
 2) All items (except FOR DPS USE column) must be completed.
 MANDATORY.

Wage (Daily)	NAME		Lic. Code	FOR DPS USE ONLY				B.U.	Parking Pass
	Last	First		1-4	5-8	P.T-A	R.T.		
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Signature of Requesting Authority _____ Date _____
 (Participant's Supervisor)

Contact Person (Type name) _____ Phone _____ Bldg. _____ Rm. _____

Signature for University _____ Date _____ Phone 948-8693 Rm. Bach 113
 (To be completed by UH Personnel Office)

Signature for DPS: _____

Note: DIP program for employees who in course of their employment are required to operate heavy trucks (over 10,000 lbs.) buses, school buses or tractor semi-trailer combinations.

Attachment 2

I N S T R U C T I O N S

OUT-SERVICE TRAINING REQUESTS (OSTR)

Out-Service Training: Training provided employees in areas directly related to their jobs so as to increase their effectiveness, knowledge, proficiency, skill and qualification or to prepare them for future assignment, using resources and facilities outside the jurisdiction of the State government.

1. Before generating the Out-Service Training Request form (OSTR), the following should be established:
 - . that there are no resources within the University or State which can provide comparable training at no cost or normal cost.
 - . that there is reasonable assurance that the knowledge and/or skill to be acquired by the individual will remain available for a period which would justify the expenditure and/or investment in the employee's time. Employees whose employment are less than half-time and/or who are employed three months or less are not eligible.
 - . that the training will primarily benefit the State through improving the employee's performance of his/her official duties and not for personal gain, e.g. towards a degree.
 - . that an OSTR is completed for those "in-service" training which may entail a cost and the participant is charged a fee for attendance.
 - . that an OSTR is not required for informational meetings, presentation of papers, receiving of awards or activities not considered as training.
2. OSTR forms are to be submitted as follows:
 - . Submit original and 3 copies. For CETA participants, departments are to submit original and 4 copies on a separate OSTR form. These should be submitted as soon as possible, but no later than 20 working days before training or travel to the training site. In the event that the suspense date cannot be met, two copies of the written justification must be attached to the request prior to sending it to the University Personnel Office, stating the circumstances which prevented the timely submission.
 - . All OSTRs should include a detailed breakdown of the training and related costs such as per diem, air fare, ground transportation, etc.
 - . Only one copy of supporting materials, e.g. agenda, program information, itinerary of trainee(s) is required.
 - . All requests for State reimbursement for meals, excursions,

field trips, sightseeing tours, boat trips, car rentals and other such cost must be justified in writing (two copies) and attached to the OSTR. The general policy is that payment for meals and other cost should not be allowed but exceptions may be made based upon justification. In those cases where the payment of meals will not be allowed and the cost of the meal is not specified, DAGS' allowances for meal will be subtracted from the appropriate category in the OSTR. Where the cost of the meal is stated, this amount will be subtracted.

- . All OSTRs should be signed by the department head or his/her designated representative; this authorizes granting of release time and confirming that funds are available for training.
- 3. Departmental Sponsored Training: If a department intends to sponsor an in-service or out-service training program and government funds will be expended, the coordinator should request technical advice from the University Personnel Office, Employee Relations Section. Contact should be made as soon as possible, no later than three months before training is announced.
- 4. To streamline the processing procedure, please review Part I of the OSTR and be certain that the information is typed and that each item has been completed.
- 5. The Department of Personnel Services will evaluate each OSTR and is the final authority for approving/disapproving OSTRs.
- 6. ANY ATTENDANCE AT A TRAINING PROGRAM WHICH HAS NOT BEEN APPROVED WILL BE DONE AT THE RISK OF THE EMPLOYEE.

REQUEST FOR APPROVAL OF OUT-SERVICE TRAINING

PLEASE INCLUDE
SELF-ADDRESSED
ENVELOPE

Department: UNIVERSITY OF HAWAII

I TO BE COMPLETED BY REQUESTING AUTHORITY Submit 4 copies

1.(a) Name of Training Sponsor	(b) Where Training will be given (name of site, city and state)	2. Accredited Training <input type="checkbox"/> yes <input type="checkbox"/> no
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3. Title of Course

4. Length of Course (hrs.)	5. No. of Hours of Training on Government Time _____	6. Date Training Scheduled to Begin _____ End _____
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7. Trainees - List may be attached

Name	Position Title	B.U.	College/Department

8. Cost to Department - Note if cost of training to be Federal Funded

Item	Program Cost (registration, tuition, etc.)	Per Diem based on ____ Days	Air Transportation	Ground Transportation (Justify if J-Drive)	List and justify other Expenses (4 copies)	Total
per Trainee						
Total						

9. Course Content: Attach one copy of course description, registration information and itinerary of trainee(s).
Note: Use back of form or separate sheet if further explanation of entries is necessary

10. State reason(s) why it is essential for trainee(s) to participate in the above program.

Signature of Requesting Authority (Participant's Supervisor)	_____	Date	_____
Contact Person (Type Name)	_____	Phone	_____
Signature for University (Personnel Office)	_____	Date	_____
		Phone	948-8893 Rm. Bach 113

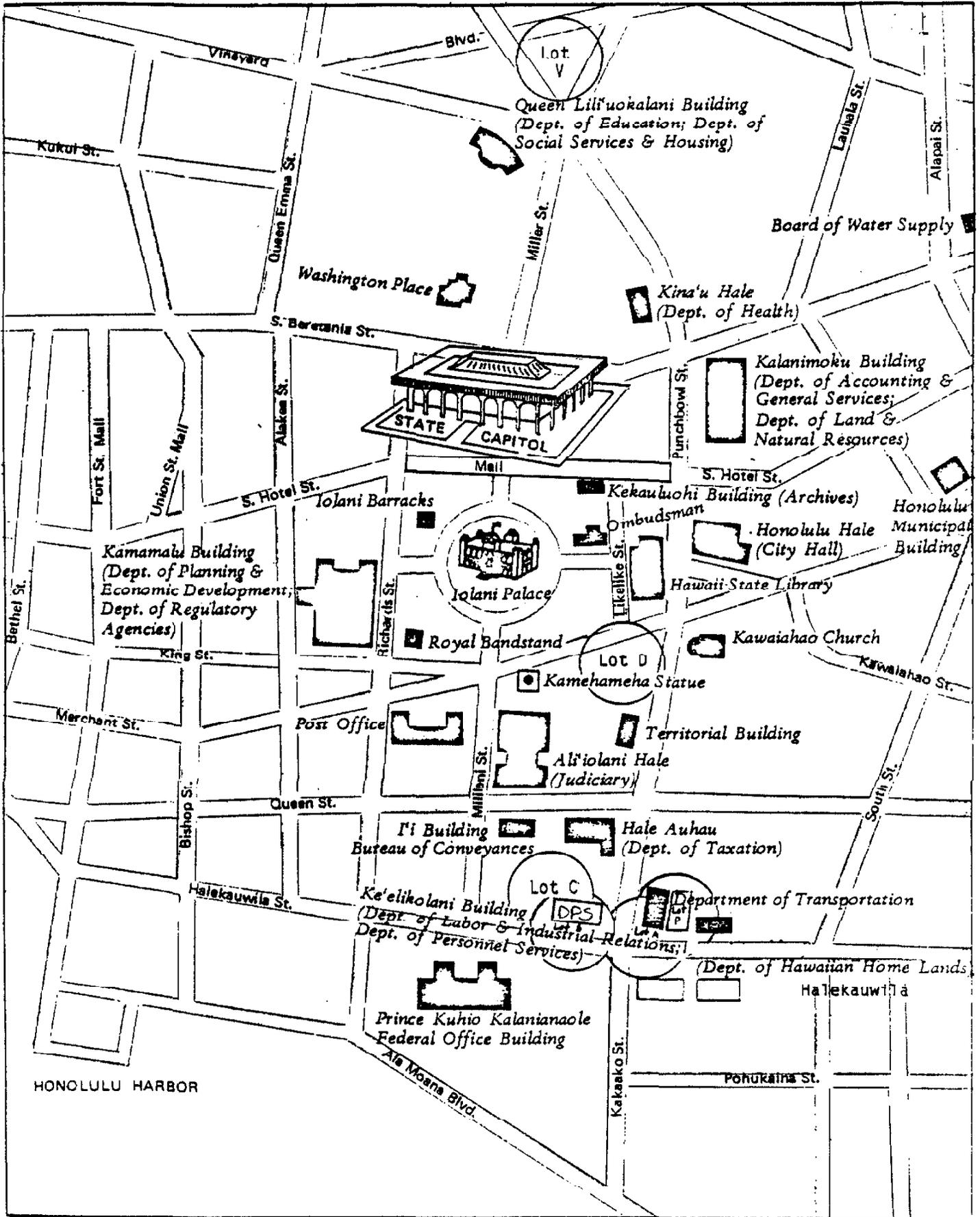
PART II TO BE COMPLETED BY THE DEPARTMENT OF PERSONNEL SERVICES

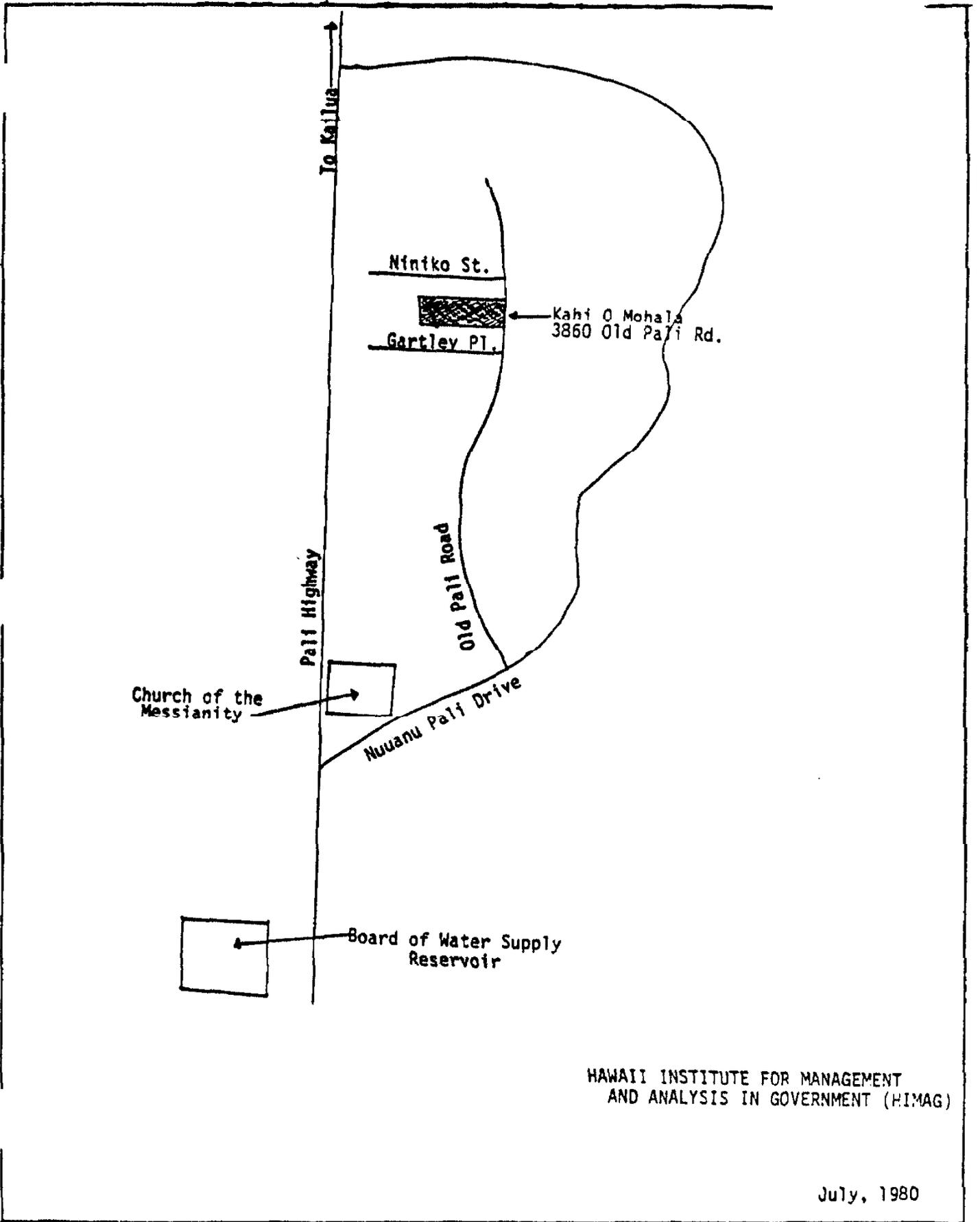
This request is hereby approved for _____ person(s). Date _____

Disapproved Approved with changes

Comments:

For the Director
Department of Personnel Services





HAWAII INSTITUTE FOR MANAGEMENT
AND ANALYSIS IN GOVERNMENT (HIMAG)

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