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| DEPARTMENT OF CORRECTION  | POLICY MANUAL | POLICY NUMBER: 207 v2.0 | PAGE NUMBER: 1 of 4 |
| | | SUBJECT: Examinations, Interviews, and Training During Work Hours | Adopted: 02-01-86 Revised: Page 2 on 3-8-2010 |

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction to encourage employees to pursue all available avenues for personal and professional growth and development.

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03.00.00. REFERENCES

Fair Labor Standards Act, 29CFR 785.

Standards for Adult Community Residential Services, Second Edition, Standard 2-2055.

Standards for Adult Correctional Institutions, Second Edition, #2-4101 and 2-4099.

Standards for Adult Probation and Parole Field Services, Second Edition, Standards 2-3069 and 2-3070.

Standards for the Administration of Correctional Agencies, First Edition, Standards 137 and 138.

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

05.01.00. Time Off Work for Idaho Personnel Commission Examinations

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Compensatory time, annual leave, or leave without pay shall be used to take Idaho Personnel Commission examinations when examinations interfere with scheduled working hours.

Supervisors and managers are encouraged to make reasonable accommodations for employees to take such examinations.

Employees are expected to pay their own travel and per diem costs when travel is involved to take such examinations.

If a state vehicle is available, employees may be authorized the use of that vehicle for traveling to the testing site.

An employee using a state vehicle will be expected to ascertain if other department employees in the same geographic area are traveling to the same destination so they may all utilize the same car.

If a state vehicle is not available, the employee shall not be reimbursed mileage for using his/her private auto.

05.02.00. Time Off Work for Promotional Interviews

Current department employees shall be given time off with pay in order to interview for a promotion within the Department of Correction that occurs during their regular scheduled work hours.

The division in which the employee is currently employed will be responsible for travel time when travel to another geographic location is necessary. The employee will not be entitled to per diem for this purpose.

The employee shall use a state vehicle to travel to the interview site if one is available. If a state vehicle is not available, the employee may use his personal vehicle. The division in which the employee is currently employed will be responsible for 50 percent of the mileage required for the trip, and the employee will be responsible for the remaining 50 percent.

Employees interviewing for promotions outside the Department of Correction shall use accrued comp time, vacation leave or leave without pay if comp time or vacation leave is not available.

No travel expenses will be reimbursed for such interviews.

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No state vehicle may be used for such interviews.

05.03.00. Time Off Work to Attend Training

All training hours required by administrative policies 118 and 226 for department job classifications will be scheduled.

If circumstances do not allow for training to be scheduled during normal working hours (e.g., severe shortage of staff), then training time will be granted for department-sponsored training that is completed during the employee's off duty hours. All such off duty training must be approved in advance in writing by the employee's supervisor.

The Training Academy will determine the number of hours required for completion of training courses, classes, or self-study material.

It is the employee's responsibility to submit verification of training completion to the supervisor.

Time granted to attend Department-sponsored training will be recorded on the employee's time sheet using the appropriate training time code.

The following training will not be compensable if completed during off-duty time:

Training that is over and above the hours required by administrative policy for the employee's job classification. However, if an employee is given a signed, written order to complete or attend a specific training course or session, those hours spent on that training will be compensable.

Training taken on the employee's own initiative without prior approval. Under no circumstance will employees be allowed to set their own schedule for training.

Training completed which has a primary purpose of preparing an employee for promotion. (e.g., The 40-hour self-study ACA Correctional Supervisor's Course.)

Employees who desire to attend an educational class, training seminar, or other educational course during scheduled working hours but whose attendance at such course is not requested by the Department, shall use comp time, annual leave, or leave without pay.

Employees shall submit a written request to their immediate supervisor for time off indicating what type of leave they are requesting at least one week prior to date of

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training.

The request will be reviewed for approval/disapproval on an individual basis, taking into consideration such factors as workload, work schedules, and other work-related issues in making the decision.

All expenses relating to such training are the employee's responsibility.

Director, Department of Correction

Date

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