

## WORK-TRAINING

Description and Scope - Work-training is formal on-the-job training designed to prepare a person for a specific job. The individual is hired and works on a full time basis. All training and development activities for work-training purposes are considered assigned training.

Objective - To establish procedures to increase the supply of qualified candidates for state jobs particularly in cases where the general labor pool lacks sufficient, qualified, protected group members to meet affirmative action goals. To improve mobility and job satisfaction for current state employees.

### Responsibilities -

#### A. Appointing Authorities:

- Develop proposed work-training programs.
- Appoint trainees.

#### B. Department of Employee Relations:

- Assist agencies in identifying the need for work-training programs and in developing appropriate programs.
- Review and approve proposed work-training plans and trainee appointments.

### Provisions -

#### A. Above-complement positions:

Work-training positions used to meet agency affirmative action goals may exceed the maximum number of positions authorized by the Legislature for an agency. (M.S. § 16A.123)

#### B. Status of trainees:

Trainee appointments are for a limited term, and unless they are preceded or followed by another type of appointment in accord with M.S. § 43A.13 or 43A.15, trainees acquire no permanent status in the classified service through work-training appointments.

C. Employees accepting trainee appointments:

Permanent, classified employees appointed to a work-training position in a different agency must be granted an unpaid educational leave of absence from the former agency for the length of the training period or a maximum of six months, whichever is less.

Classified employees with permanent status appointed to a work-training position in the same agency may, at the discretion of the appointing authority, be granted an unpaid educational leave of absence or may be assigned to trainee duties. If assigned trainee duties, the employee remains in his/her class.

Employees granted a leave of absence may return before the expiration of the leave (consistent with the applicable collective bargaining agreement), but forfeits all rights to return after expiration of the leave. Prior to receiving an educational leave, the employee must sign a statement indicating acceptance of the forfeiture of rights to return to the agency.

D. Individual program contents:

Work-training programs may incorporate a mixture of on-the-job experience, individualized coaching by supervisors, formal and academic training.

Each program is uniquely designed to provide sufficient job skills to the trainee, based on his/her current skills, knowledge and ability, to enter the class for which he/she is training.

E. Training plan requirements:

Work-training plans must include:

1. Statement of purpose: brief explanation of the job and the reasons for (or need for) the training program.
2. Methods of recruitment and selection: provision for public notice of intent to accept applications for training and for publication of information about the program to attract applicants and provision for qualification and selection procedures for appointment.
3. Methods of development and evaluation: methods used to increase the skill, knowledge and ability of the trainee to meet appropriate position requirements and methods used to evaluate trainee progress and criteria used to decide to terminate unsuccessful trainees.
4. Conditions of employment: rate of pay and progression, vacation and sick leave, and seniority. These must be established in accord with any relevant provisions of collective bargaining agreements or plans adopted pursuant to M.S. § 43A.18.
5. Length of trainee appointments.

Other Relevant Laws, Personnel Rules, Contracts, and Administrative Procedures

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Administrative Procedure 21A - Training and development (general).
- B. Administrative Procedure 21B - Job-related training.