

INDIVIDUAL DEVELOPMENT

Description and Scope - The State of Minnesota recognizes the role that continuing education and training plays in the individual development of employees.

Objective - Individual development is different from career-related training in that its primary purpose is to enhance the employee.

It is non-assigned training and is not directly related to a statewide or agency need. It is available at the discretion of the appointing authority.

The state recognizes that tuition reimbursement and sabbaticals are tools to provide for the individual development of state employees.

Provisions -

A. Tuition Reimbursement - Tuition reimbursement for non-assigned individual development activities up to 50% may be approved by the Department of Employee Relations and an appointing authority.

Provided:

- The employee has submitted a plan that includes tuition reimbursement.
 - Tuition reimbursement is part of the budget of a specific department.
 - Approval by the department head has been given prior to enrollment with a copy of the tuition reimbursement approval to DOER.
- B. A non-assigned sabbatical for individual development of employees may be approved by an appointing authority, provided the following conditions are met:
- The sabbatical is available after three years of continuous employment with the state.
 - A sabbatical plan is pre-approved by the appointing authority; and DOER is informed by copy
 - Up to two years may be taken.
 - The employee's duties can be carried out during the absence.
- C. Reimbursement - Employees approved to participate in non-assigned individual development training are eligible for up to a maximum of 50% of tuition or instructional fees. Reimbursement shall be made upon documentation of the successful completion of the training. (See Administrative Procedure 43A.21A)

Employees approved to pursue individual development training through a non-assigned sabbatical shall remain in state employment for a time equal in length to the sabbatical or else reimburses the state for the state's share of the costs.

- D. Released Time - Appointing authorities may not grant released time for employees to attend individual development activities.
- E. Insurance Benefits - Employees pursuing a sabbatical leave for the purpose of individual development will remain eligible for state-paid insurance benefits.

Other Relevant Laws, 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. Manager's Plan, Chapter 8.

