
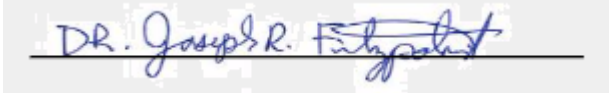


<b>POLICY TITLE: STAFF DEVELOPMENT</b>		<b>PAGE 1 OF 6</b>
<b>POLICY NUMBER: 4.5</b>		
<b>CHAPTER 4: TRAINING AND STAFF DEVELOPMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> August 19, 2003	<b>LATEST REVISION:</b> May 10, 2016	<b>CHECK ONLY IF</b> APA [ ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the purpose of this policy to establish an approval process for staff development for Department employees that is in addition to any required training. The Department supports employee staff development programs that contribute to the Department's mission and employee learning opportunities.

**IV. CONTENTS**

- Procedure A: Staff Development, General
- Procedure B: Review of Request – Facility Employee
- Procedure C: Review of Request – Community Corrections Employee
- Procedure D: Review of Request – Central Office Employee
- Procedure E: Program Participation Reimbursement and/or Advance
- Procedure F: Documentation

**V. ATTACHMENTS**

- Attachment A: Training/Staff Development Approval Form ([paper/online](#))
- Attachment B: [Request for Out-of-State Travel and/or Travel Advance Form](#)
- Attachment C: [Travel and Expense Account Voucher Form](#)

## VI. PROCEDURES

### Procedure A: Staff Development, General

1. For the purposes of this policy, staff development is considered an organized and evaluated activity designed to achieve specific learning objectives and enhance the job performance of employees. The activity must include a formal agenda and instruction or presentation.
2. Staff development may include, but is not limited to, conferences, workshops, seminars, professional meetings, and programs offered by professional organizations related to an employee's current position or future career opportunities in the Department.
3. Staff development may also include an educational program offered by a university, college, or community college related to an employee's current position or future career opportunities in the Department.
4. Staff development does not include required training (orientation, entry level, specialized, and annual training).
5. When a Department employee wishes to participate in a staff development activity, the employee shall complete the training/staff development approval form (Attachment A) and submit the form and supporting documentation (e.g., announcement, agenda, or other description of the activity) to the appropriate supervisor of the employee.
6. Unless there are exigent circumstances, the employee shall submit the form and supporting documentation at least thirty (30) days prior to the staff development activity.
7. If the request is approved by the supervisor, the supervisor shall forward the form and documentation in accordance with the applicable approval process set out in this policy.
8. As appropriate, the persons to whom the request is submitted shall review it and determine whether to approve the request based on Department needs, availability of other staff to fulfill the employee's responsibilities, and availability of funds.
9. A request to attend a professional association meeting from an employee holding office in a professional association or who has delegate voting rights shall normally be approved, staff and financial resources permitting.
10. Administrative leave may be granted to enable an employee to participate in a staff development activity as described in Department Policy 3.16, Administrative Leave, Procedure A.2.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.5 Staff Development	4. Training and Staff Development	Page 2 of 6 5/10/16R

11. If an employee is denied approval for the requested activity, the employee may appeal the denial to the next higher level in the approval process, but no higher than to the Deputy Commissioner.

**Procedure B: Review of Request – Facility Employee**

1. The supervisor shall determine whether to approve or deny the request.
2. If the request is not approved by the supervisor, the supervisor shall inform the employee of the reason.
3. If the request is approved by the supervisor, the form and supporting documentation shall be forwarded by the supervisor to the facility Training Coordinator.
4. The facility Training Coordinator shall review the form to ensure that it is properly completed and has the supporting documentation and, if so, shall make a determination whether to approve the training or not. If the form is not properly completed or does not have sufficient supporting documentation, the Training Coordinator shall return it to the employee.
5. If the request is approved by the Training Coordinator, the form and supporting documentation shall be forwarded by the Training Coordinator to the facility Chief Administrative Officer, or designee, who shall determine whether to also approve the request and, if approved, whether to allow the employee to participate during work time and whether to allow an advance or reimbursement for all or some of the expenses related to the activity. There shall be no advance or reimbursement for college tuition.
6. If the request is approved by the facility Chief Administrative Officer, or designee, and if there is to be any advance or reimbursement of expenses, the facility Chief Administrative Officer, or designee, shall submit the form to the facility business office to determine the funding source and whether there are funds available.
7. The form and any supporting documentation shall then be forwarded by the Training Coordinator to the Department’s Director of Training for approval.
8. If approved and if required by the Deputy Commissioner, the Department’s Director of Training shall forward the form and documentation to the Deputy Commissioner for final approval.
9. If the request is not approved, the Training Coordinator shall inform the employee of the reason.

**Procedure C: Review of Request – Community Corrections Employee**

1. The Regional Correctional Administrator, or designee, shall determine whether to approve or deny the request and, if approved, whether to allow the employee to participate during work time and whether to allow an advance or reimbursement

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.5 Staff Development	4. Training and Staff Development	Page 3 of 6 5/10/16R

for all or some of the expenses related to the activity. There shall be no advance or reimbursement for college tuition.

2. If the request is not approved by the Regional Correctional Administrator, or designee, the Regional Correctional Administrator, or designee, shall inform the employee of the reason.
3. If the request is approved by the Regional Correctional Administrator, or designee, the form and supporting documentation shall be forwarded by the Regional Correctional Administrator, or designee, to the Training Coordinator for community corrections (the Department's Assistant Director of Training).
4. The Training Coordinator shall review the form to ensure that it is properly completed and has the supporting documentation and, if so, shall make a determination whether to approve the training or not. If the form is not properly completed or does not have sufficient supporting documentation, the Training Coordinator shall return it to the employee.
5. The form and any supporting documentation shall then be forwarded by the Training Coordinator to the Department's Director of Training for approval.
6. If approved and if required by the Deputy Commissioner, the Department's Director of Training shall forward the form and documentation to the Deputy Commissioner for final approval.
7. If the request is not approved, the Training Coordinator shall inform the employee of the reason.

**Procedure D: Review of Request – Central Office Employee**

1. The supervisor shall determine whether to approve or deny the request and, if approved, whether to allow the employee to participate during work time and whether to allow an advance or reimbursement for all or some of the expenses related to the activity. There shall be no advance or reimbursement for college tuition.
2. If the request is not approved by the supervisor, the supervisor shall inform the employee of the reason.
3. If the request is approved by the supervisor, the form and supporting documentation shall be forwarded by the supervisor to the Training Coordinator for Central Office (the Department's Director of Training, or designee).
4. The Training Coordinator shall review the form to ensure that it is properly completed and has the supporting documentation. If the form is not properly completed or does not have sufficient supporting documentation, the Training Coordinator shall return it to the employee.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.5 Staff Development	4. Training and Staff Development	Page 4 of 6 5/10/16R

5. If the request is approved and if there is to be any advance or reimbursement of expenses that requires it, the Central Office supervisor, or designee, shall submit the form to the business office in Central Office to determine the funding source and whether there are funds available.
6. If approved and if required by the Deputy Commissioner, the Department's Director of Training shall forward the form and documentation to the Deputy Commissioner for final approval.
7. If the request is not approved, the Training Coordinator shall inform the employee of the reason.

**Procedure E: Program Participation Reimbursement and/or Advance**

1. All requests involving reimbursement for travel and other expenses shall be in accordance with state policies established by the Department of Administrative and Financial Services.
2. Additional approval for program participation requiring out-of-state travel shall be obtained from the Deputy Commissioner using a "Request for Out-of-State Travel and/or Travel Advance" form (Attachment B).
3. If approved for an advance or reimbursement, the employee shall submit the Travel and Expense Voucher form (Attachment C).

**Procedure F: Documentation**

1. Proof of satisfactory completion of the activity (e.g., certificate of completion, proof of registration, along with a copy of the agenda, etc.) shall be submitted by the employee to the appropriate Training Coordinator for placement in the employee's training file.
2. Upon completion of a staff development activity not sponsored by the Department of Corrections, the employee shall complete a Training Record and Course Evaluation form as set forth in Department Policy 4.4, Training Documentation and Records, and submit the form to the appropriate Training Coordinator.
3. An employee who does not satisfactorily complete the activity may be required to refund to the Department any advance or reimbursement received for the expenses of the activity.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

**ACI - 4-4093**      **Written policy, procedure, and practice encourage employees to continue their education.**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.5 Staff Development	4. Training and Staff Development	Page 5 of 6 5/10/16R

- ACI - 4-4094** The institution encourages and provides administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities.
- 4-ACRS-7B-19** Employees are encouraged to continue their education and training. Continuing staff development is encouraged by providing administrative leave and/or reimbursement for attending approved educational programs, professional meetings, seminars, or similar work-related activities.
- 4-JCF-6E-14** Employees are encouraged to continue their education and training. Providing administrative leave and/or reimbursement for attending approved educational programs, professional meetings, seminars, or similar work-related activities encourages continuing staff development.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
4.5 Staff Development	4. Training and Staff Development	Page 6 of 6 5/10/16R