

## **TRAINING AND DEVELOPMENT INFORMATION FOR EMPLOYEES**

### **FREQUENTLY ASKED QUESTIONS (FAQS)**

#### **1. What is an IDP?**

An Individual Development Plan (IDP) is a document which records planned training, education, and related developmental experiences designed to meet an employee's particular job and career goals.

#### **2. Are all employees required to have an IDP?**

IDPs are required for the following: probationary supervisors/managers, VRA appointments not at full performance level, Student Career Experience Program (SCEP), Senior Executive Service, and Career Intern Program. Although the IDP is not required for all other employees, supervisors can choose to prepare an IDP to aid in the annual performance review process, to develop the employee and to meet organization's objectives.

#### **3. Do I need to complete a SF-182 if my department is paying for my training?**

Yes. CHR needs the form to verify supervisory approval, and the training officer must approve of all training requests. In addition, the information provided to us on the SF-182 is entered into DCPDS (Defense Civilian Personnel Data System). Failure to obtain advance approval of training may be the basis for denial of payment by USU.

#### **4. Can contractors attend USU on-site training?**

It depends on the type of training. Contract employees are selected for their expertise in a subject area. Therefore, training for contract employees should be limited to rules, practices, procedures, and/or systems that are unique to USU and essential to the performance of the contractor's assigned duties.

#### **5. Can military participate in civilian training?**

Military members may participate in training intended for civilians if it is related to their present duty assignment; however, the cost of the training must be reimbursed from the proper military account.

**6. Does USU pay for college courses? How many classes does USU pay for?**

USU employees may, with prior approval attend academic courses given at college campuses or online. The training must be related to your official government duties. Only one course per fall and spring semester is allowed. The costs of tuition and books are included. A grade of C or better is required.

**7. What happens if I fail a training course?**

Employees who receive a failing grade, or who fail to complete or attend designated training, will be required to reimburse USU, except in cases of personal illness, emergency leave, or workload requirements verified in advance by the supervisor.

**8. Once the SF182 reaches the training office, how long does it take to process the request?**

It takes about a week to process. However, each SF 182 should arrive to CHR at least three weeks before the course registration deadline. You will receive a confirmation letter from the training office once the process is complete.

**9. What is my leave status while I'm in training?**

When federal employees attend training either on or off-site, the following regulations apply: If an employee is on AWS and attends training, the employee is required to change to a basic work schedule (5 days/8 hours a day) the pay period while in training. If you must leave the training before completion, you must take leave. Training dates are not dates for doctor's appointments or other personal appointments. Federal employees are expected and required to be present during all training sessions that the federal government has paid for. Failure to do so may result in disciplinary action.

**10. What do I do after I complete the training?**

Upon completion of training, all employees are required to submit a certificate of completion and a completed training evaluation (found on the Training/CHR website).

**11. How can I learn about developmental opportunities?**

Your developmental needs should be a regular topic of discussion between you and your supervisor. Announcements of USU-supported programs are usually provided to supervisors and employees by the CHR office, which also maintains information on interagency and non government training programs. Periodically you should talk

with your supervisor or training officer about opportunities available to you to improve your performance.

**12. Can I receive training leading to promotion?**

Yes, but only if you were competitively selected for training under the merit promotion program.

**13. May the government pay for my licensing or certification examination?**

Yes. An agency may pay for license and certification examinations as prescribed in title 5 CFR 5757.

**14. Is it required that training be applicable only to my present job?**

No. Although your training must be related to your official duties, your agency can prepare you for anticipated future assignments or to accomplish special agency initiatives.

**15. Can I take courses in basic skills such as typing, math, or English?**

Yes. Agencies may provide training in basic job-related skills. They can also sponsor training courses in local schools under the Adult Basic Education Program. These Courses may be given at government expense either during or after working hours.

**16. Can my normal working hours be readjusted so that I can take courses at my own expense?**

Yes. Your supervisor may adjust your customary workweek to allow you to take courses not sponsored by the agency if additional cost to your agency will not be incurred; completion of the course will better equip you for work in the agency; and there will not be appreciable interruption of work.

**17. Can I use my agency's grievance procedure if I feel I am unjustly denied permission to**

Yes. You may use your agency's procedures if the matter cannot be resolved at the supervisory level and your agency has not set up a separate system for this purpose.

**18. What training expenses can my agency pay?**

Agencies are authorized to pay, all or a part of the necessary expenses of training. This includes tuition, books, and supplies. Travel is approved and handled through our Finance department. It also means that you can share costs with your agency.

For example, the agency could pay half the cost of a college course, while you pay the other half. However, the agency may not pay for training that is unrelated to your official government duties.

**19. Can my agency pay for internet courses?**

Yes. This type of training can be utilized the same as any other type of training that your agency feels would be beneficial.

**20. May I attend meetings and conferences under the training law?**

CHR may approve a meeting or conference as a developmental activity if the content is pertinent to your official functions and activities and it is evident that you will derive developmental benefits by attending.

**21. Do annual and sick leave regulations apply to me during training assignments?**

Yes, If salary payments continue during the training period, the annual and sick leave regulations apply. Normal workdays falling within academic recess periods should be charged to leave unless you devote such periods to study or research or unless you are returned to a work status.

**22. What is my pay status while in training?**

Normally you are in full pay status while participating in agency or interagency training programs. However, training law prohibits paying overtime to title 5 employees who are in training or while they are traveling to training.

**23. May I get mileage allowance and parking fees for attending training at other than my normal work location outside of regular commuting hours?**

USUHS reimburses you for parking although it is not required to do so by law.

**24. Is the development I receive recorded in official files?**

Yes. CHR keeps records of approved training in employees training folders and electronic personnel records. These records are used for planning and evaluation purposes. You should also keep your own record of any significant programs, whether sponsored by your agency or taken on your own.

## **25. What is a continued service agreement?**

When you are assigned to training, CHR may require that you sign an agreement to continue employment at USU for a period of time. If you do not complete the agreed service time, you may have to repay USHS for your training expenses.

## **26. What are the procedures for canceling a course?**

Most training facilities require at least a week to cancel a course in order to receive a full refund. The employee is responsible for canceling the course (prior to the cancellation deadline) and then notifying CHR.

**27. Do I have to use the SF-182 for training?** The law authorizes OPM to collect information concerning training programs, plans and the methods inside and outside of government. At this time, OPM is using the Standard Form 182 to collect this information.

## **28. Do I need to complete a SF 182 and get it approved by CHR if my department pays for the training?**

Yes. All training courses must be approved and signed by CHR's training officer, prior to the start of the class

## **29. What are my responsibilities?**

- Submit a properly completed SF182 to your supervisor for signature, forward SF 182to CHR, at least three weeks before the registration deadline.
- Complete evaluation form (located at <http://www.usuhs.mil/chr/Training.shtml>) and forward it along with a copy of your course certificate to CHR.

## **30. What are CHR's responsibilities?**

The Training Officer of CHR will approve or disapprove of your training requests. If approved, the training officer will sign the SF182, register you for the course and then send you a confirmation letter. You should also expect to receive a confirmation letter from the sponsoring vendor, prior to attending your class.

Once CHR receives proof that you have completed the training, we will enter this information into the Defense Civilian Personnel Data System (DCPDS). If you do not submit proof of completing the training, we will be unable to enter the training information in DCPDS and you may be required to reimburse USUHS for the course.

**31. I took this security training last year. Do I have to take this course again?** Yes. The computer Security Awareness training is required every year for everyone who uses a federal computer.