



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**POLICY 5.05 EMPLOYEE LEARNING AND DEVELOPMENT**

**APPLICATION:** Full-time, Quasi Full-time, and part-time classified employees. Wage employees may be included at the discretion of the agency.

**PURPOSE:**

It is the policy of the Commonwealth to provide employee learning and development in support of the Commonwealth's goals, and that this learning and development shall be available without regard to race; traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists; sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; genetics; pregnancy, childbirth or related medical conditions; or disability.

**POLICY SUMMARY:**

This policy provides an overview of the requirements each agency needs to conduct a successful learning and development program.

**AUTHORITY & INTERPRETATION:**

Title 2.2 of the Code of Virginia

The Director of the Department of Human Resource Management is responsible for official interpretation of this policy, in accordance with §2.2-1201 of the Code of Virginia. The Department of Human Resource Management reserves the right to revise or eliminate this policy.

**RELATED POLICIES:**

None

**POLICY HISTORY:**

EFFECTIVE DATE	DESCRIPTION
09-16-93	Policy published.
05-16-06	Policy revised.
01-11-14	Policy revised to include information from Executive Order 1 (2014).
08-25-00	Policy reformatted, deletion of PDS information; includes protected class verbiage effective 7-1-20



## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

### POLICY 5.05 EMPLOYEE LEARNING AND DEVELOPMENT

#### ADMINISTRATIVE PROCEDURES

#### PROCEDURES

General Provisions	Application
Employee Learning	<p>Agencies shall provide, within reasonable resources, employee learning opportunities to assist the agency in achieving its mission and accomplishing its goals.</p> <ul style="list-style-type: none"><li>• Each agency should designate a person to assist in implementing its learning and development programs and to serve as the Commonwealth of Virginia Learning Management System administrator.</li><li>• Each agency should develop a biennial learning and development plan to include:<ul style="list-style-type: none"><li>○ a needs assessment;</li><li>○ an action plan showing goals, objectives, and methods by which the plan can be achieved; and</li><li>○ funding needed to implement the plan.</li></ul></li></ul>
Preparing Employees to Perform their Current Jobs	<p>Agencies should provide, at a minimum, on-the-job training or work-related instruction that prepares employees to perform their current jobs (includes: instruction mandated by law, instruction required to perform work tasks, instruction necessary to accommodate technological changes, and new employee orientation).</p>
Employee Development Plans	<ul style="list-style-type: none"><li>• Agencies are required to prepare individual Employee Development Plans for employees as part of the Employee Work Profile.</li><li>• The plan must include personal learning goals, learning steps, and resource needs.</li></ul>
Enhancing and Increasing Employee Skills and Abilities	<p>Agencies should identify a variety of learning options when evaluating methods for supporting skills enhancement. Agencies should encourage and assist employees to participate in learning activities including conferences, conventions, seminars, workshops, mentoring, special projects/assignments, coaching, and other learning activities that are aimed at enhancing and/or increasing their work skills and/or abilities by:</p> <ul style="list-style-type: none"><li>• advising employees of relevant learning opportunities sponsored by other agencies, the state, or non-state entities;</li><li>• establishing a procedure for approving employee learning requests to ensure that:<ul style="list-style-type: none"><li>○ the targeted learning is work-related; and</li></ul></li></ul>

General Provisions	Application
	<ul style="list-style-type: none"> <li>○ the agency will benefit from the employee's participation in the learning activity; and</li> <li>● scheduling employees, in accordance with agency needs, for a reasonable amount of time away from work with pay for participation in the learning activity.</li> </ul> <p>NOTE: The time that an employee spends at an approved learning program during normal work hours shall be considered as part of the employee's normal work hours and shall not be charged to his/her accumulated leave or considered leave without pay.</p>
Records and Maintenance	<p>Agencies should maintain relevant records that reflect employee participation in work-related learning. Records and maintenance should include the following:</p> <ul style="list-style-type: none"> <li>● Agencies are responsible for documenting completed employee training and for maintaining training records for three years following the completion of such training.</li> <li>● Training records should include, at a minimum: <ul style="list-style-type: none"> <li>○ participant's age, race, and gender;</li> <li>○ course identification and dates of training;</li> <li>○ participant's Role title, work title and Pay Band; and</li> <li>○ cost of course registration, instructional fees, and materials.</li> </ul> </li> <li>● Each agency should designate a location for maintenance of training records.</li> </ul>
Use of Outside Vendors	<p>Agencies should follow the guidelines administered by the Department of General Services' Division of Purchases and Supply.</p>
Commonwealth of Virginia Learning Center Information	<ul style="list-style-type: none"> <li>● The Commonwealth of Virginia Learning Center (COVLC) is a repository for mandated state training courses as well as subject or agency specific courses and certification courses.</li> <li>● Each agency has a designated COVLC administrator.</li> </ul>

**GLOSSARY**

Commonwealth of Virginia Learning Center (COVLC)      The COVLC is the Commonwealth's Learning Management System (LMS). This on-line system captures required demographic data as well as allows for mandatory training.

Development      Instructional programs and/or experiences designed to help employees become more efficient, professional workers, or to equip them with the knowledge and skills that improve career advancement opportunities.

Evaluation      A systematic process that determines the worth, value, or significance of training. Typically, training evaluations measure participants' reactions, the accomplishment of program objectives, or performance improvement.

Learning	Knowledge or skill acquired by instruction or study or modification of a behavioral tendency by experience. Learning provides a foundation for the acquisition, enhancement, and evolution of knowledge, skills, and behaviors necessary to achieve agency and individual goals.
Learning & Development Plan	<p>A written document that outlines identified needs, describes the strategy for addressing those needs and includes:</p> <ul style="list-style-type: none"> <li>• a needs assessment;</li> <li>• a plan that states goals and objectives, and methods for achieving them; and</li> <li>• a statement regarding funding necessary to implement the plan.</li> </ul>
Needs Assessment	A systematic method for determining gaps between current and desired performance levels.
Training	Instruction provided to stimulate change. Its focus is short-term and directed solely at furnishing knowledge or skills that employees need to carry out their present work duties efficiently and effectively.