	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.04A.02
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.04A.02 of June 24, 2008	
	<b>SUBJECT:</b> <b>PREPARATION AND PROCESSING OF TRAINING REQUESTS</b>		Page 1 of 6

## 1.0 PURPOSE

To provide guidelines for all Department personnel regarding the preparation and processing of Out-Service Training Request (OSTR's) and other training requests.

## 2.0 SCOPE

This policy applies to all employees within the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Administrative Rules Manual, Title 3, Department of Accounting and General Services, Chapter 10, Travel Rules.
- b. Letter- Request from George Sumner, Director, Department of Public Safety (PSD) to Alfred Lardizabal, Director, Department of Personnel Services (DPS), requesting authority to process and approve OSTR's of PSD, November 23, 1990.
- c. Inter-Agency Memorandum from Sharon Miyashiro, Director, DPS to George Sumner, Director, PSD granting permanent authority to the Department to process and approve its own OSTR's, August 30, 1991.

### .2 Definitions

- a. Training: Sessions or classes conducted to introduce or increase employee job skills.
- b. Workshops/ Meetings: Sessions for the purpose of discussing work objectives and concerns, or for employee's professional development.
- c. Department of Human Resource Development (DHRD): This Department was formerly the Department of Personnel Services.
- d. Out-Service Training Request (OSTR): Form used to control and monitor training not offered and sponsored by DHRD where costs are involved. If training does not require state funds, OSTR is not required.

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- e. Management Information Systems for Training (MIST). This is used to register employees for classes where DHRD is handling registration.
- f. Other Training Requests: Training sponsored and/or conducted by DHRD, the Division of Occupational Safety and Health (DOSH) of the Department of Labor and Industrial Relations, the Computer Academy, or other state offices or private consultants.

#### 4.0 POLICY

- .1 Where appropriate, Department employees shall be provided with high-quality, job-related, competency-based training opportunities designed to develop and improve job knowledge and skills in order to enhance job performance and provide opportunities for advancement.
- .2 Training and Staff Development (TSD) shall be responsible for disseminating appropriate training opportunities to employees. Training opportunities available elsewhere must be forwarded to TSD for review and consideration. No division shall send out training announcements to Department employees without consulting with Training and Staff Development.
- .3 Employees' training requests shall be processed in accordance with the procedures of this policy. Training requests not properly and completely filled out will be returned to the originating office for action. Under this circumstance, TSD will not be responsible for delays in processing and/or registration. This also applies to requests received late by TSD.
- .4 TSD will not be responsible for training requests submitted for processing after the fact.
- .5 Responsibilities
  - a. Trainee
    - 1. Attends approved training as scheduled. Informs immediate supervisor at least five (5) working days before class schedule if unable to attend.
  - b. Immediate Supervisor
    - 1. Review staff's training request to ensure the appropriateness of training in relation to trainee's job responsibilities.

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2. Recommends staff to training by signing off on space provided in specific training request forms.
3. Notifies his manager of the request as needed.
4. Informs TSD in writing, at least three (3) working days before class schedule, of the following circumstances:
  - a) Inability of the employee to attend scheduled training. If the reason is an emergency, they must inform TSD by phone. Failure to inform TSD will subject the requesting office to pay for the associated training fee(s).
  - b) Any changes on the names of attendees. This is necessary for the accuracy of training records.

c. Training and Staff Development

1. Reviews all training requests for appropriateness to employee's job responsibilities; consults with endorsing supervisor as needed.
2. Determines which training will be funded by TSD based on certain criteria i.e., training is mandatory for specific type of personnel; training is needed but the Department is unable to offer training due to inadequacy of instructor; training is for skills enhancement based on technological advances.
3. Obtains approval/disapproval of all OSTR's by appropriate signatory(ies).
4. Approves/disapproves all requests for DHRD-sponsored classes including those sponsored and conducted by other state agencies and offices.
5. Informs requesting supervisor of approval or disapproval of training request. If TSD is paying for training, registration and payment associated fee is handled by TSD, otherwise, the requesting office is responsible.

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d. Deputy Director for Administration

On the recommendation of TSO, approves/disapproves all OSTR's and memo- requests for inter-island travel of Department personnel if training requires travel.

e. Director

1. Ensures the Department's full compliance with this Policy and Procedures.
2. Approves/disapproves all out-of-state OSTR's of Department employees.
3. Approves/disapproves OSTR's of Deputy Directors including travel requests when needed.

## 5.0 PROCEDURES

To ensure proper handling of all types of training requests, the following general guidelines are established for the preparation and processing of all Departmental requests for training:

### .1 Out-Service Training Request (OSTR)

- a. When to Use. OSTR's are used when requesting attendance to training that is:
  1. Sponsored and conducted by private companies;
  2. Sponsored and/or conducted by the Department where cost is involved to pay for consultant fees;
  3. Sponsored by the Department or other state agencies where inter-island travel is necessary to attend training.
- b. Form to Use. OSTR's are recorded in DHRD Form 411 (See attachment A).
- c. Preparation and Processing Procedures. For detailed procedures on the preparation and processing of OSTR's, refer to Attachment B.

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- d. Other Documents Needed. In addition to DHRD Form 411, a memo request for travel must be attached to the completed OSTR if attendance to training involves travel (see Attachment C for the sample format). Training that is held on Oahu and attended by employees on Oahu, do not require the IOM travel request. Similarly, training held on Maui, Kauai, Kona, or the Big Island and attended by Department employees from those islands do not necessitate the generation of an OSTR.

.2 Other Training Requests

- a. When to use. These are used to request attendance to the following types of training:
1. DHRD sponsored and conducted training including seminars and conferences sponsored and/or conducted by other state agencies and organizations.
  2. DHRD-sponsored courses held by the community colleges of the University of Hawaii system.
  3. DHRD-sponsored training conducted by private consultants including computer courses conducted by the Computer Training Academy.
- b. Forms to use.
1. DHRD-sponsored and conducted training including seminars and conferences sponsored and/or conducted by other state agencies and organizations. Requests of this type are recorded in the PSD Form 1050. Refer to Attachment D.
  2. DHRD-sponsored courses held at the community colleges. Requests of this type are recorded in DHRD Form 410. Refer to Attachment E.
  3. Training conducted by private consultants including computer courses conducted by the Computer Training Academy. Requests of these types are recorded in DHRD Form 410. Refer to Attachment E.
- c. Preparation and Processing Procedures.

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1. DHRD-sponsored and conducted training including seminars/workshops by other state agencies and organizations. Refer to Attachment F.
2. DHRD-sponsored training conducted by the community colleges. Refer to Attachment G.
3. DHRD-sponsored training conducted by private consultants. Refer to Attachment H.


d. Confidentiality

All information collected on completed forms is treated as "confidential" and must be safeguarded from unauthorized public access.


APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Administration      JAN 01 2024  
Date

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections      JAN 01 2024  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR      JAN 01 2024  
Date

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