

WYOMING DEPARTMENT OF AGRICULTURE  
INTERNAL POLICIES

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PERSONNEL TRAINING AND DEVELOPMENT
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February 2010

Section 1. Training and development at the request of the Department.

1. Employees may list their training needs on their five-year development plans. However, employees must seek prior approval from the respective manager for each training request: approval may be contingent on the potential value of the training to the Department, the individual policies of the division, and funding available at the time of the request.
2. Training requested by the Department or the division will be reimbursed at 100% with appropriate per diem awarded.

Section 2. Training and development at the request of an employee.

1. Following the same procedure in #1 above, with approval from respective manager, the Department of Agriculture may pay for, or if applicable, reimburse the employee for up to seventy-five percent (75%) of the costs directly related to employee-requested training. Costs included in this consideration are regular tuition and standard student fees assessed students. Textbooks and added on-line expenses or other materials will not be reimbursed. Payment will be made upon evidence of satisfactory completion of training or with a grade of "C" or better, providing the employee has not separated from state service.
2. The amount reimbursed by the state is to be repaid by the employee if he or she leaves State service within two (2) years after completion of the course.
3. Employees may be allowed to take up to six hours of college credit (employee requested) each semester during normal working hours but will be required to work the minimum 40 hours per week while taking courses. Flextime may be allowed to adjust schedules.

Section 3. Wyoming Agriculture Leadership and Development Program (WY LEAD) will be reimbursed at up to the 75% rate listed above, following the procedure listed in Section 2, Number 1.

1. At the discretion of the division manager, a WDA employee chosen to participate in LEAD will be paid to attend sessions during regular working hours. However, a nonexempt employee will not receive overtime compensation for any time accrued over 40 hours in the standard workweek.
2. As with other training classes, a state vehicle may be checked out with manager approval.
3. Any expenses outside of those expenses paid by the leadership program, including per diem, will be borne by the employee.

Section 4. Certified Public Manager Program (CPM)

1. Certified Public Manager Program (CPM) is currently offered through LCCC and the WDA will pay for tuition (currently \$3200) from the Administration budget for one candidate to attend each year from the Department to be selected by the Director.
  2. The Department will have an application deadline each spring for the upcoming fall CPM program.
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3. Criteria for selection of each year's candidate will include but not be limited to the following:
  - a. The candidate displays a proven track record of desiring to grow into supervision and management.
  - b. The candidate has set challenging performance goals for himself/herself and met those goals.
  - c. The candidate's work performance indicates that he/she will add expertise and skill to the management of his/her division through the completion of this course.
  - d. However, the candidate also exhibits the ability and skills to serve the state and the Department of Agriculture, reaching beyond his/her division.

Section 5. With a manager's and the Director's approval, one-time expenses above and beyond a division's policy or this policy may be awarded to an employee for a specific plan of study or educational need.

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