

PPM #57

Policy Name: *Training Policy and Requirements*

Effective Date: *February 24, 2023; May 25, 2023; August 28, 2024*

Revision Date:

Authorization:



Nancy Watkins, Undersecretary

I. POLICY

In addition to meeting the minimum requirements of the positions into which The Office of the Lieutenant Governor (OLG) and the Department of Culture Recreation and Tourism (DCRT) employees have been placed, all employees are required to comply with training requirements mandated by external entities and prevailing laws, regulations, rules, and policies. This policy ensures that all OLG/DCRT employees comply with mandated training requirements to the mutual benefit of the agency, the public, and their fellow employees.

II. APPLICABILITY

This policy applies to all OLG/DCRT employees regardless of position, status, or authority. This includes classified and unclassified employees, full-time, part-time, seasonal, and temporary employees. The requirements and prohibitions of this policy are equally applicable to appointing authorities, executive management, administrators, directors, managers, supervisors, staff, students, interns and board members.

III. RESPONSIBILITIES

- A. All OLG/DCRT employees are required to comply with mandatory training requirements. Employees are responsible for reviewing their individual training requirements and completing them as required in a timely manner. Annual trainings must be completed every calendar year. OLG/DCRT requires completion by November 1.
- B. Depending on your position in the organization, you may be required to complete additional training. Always confirm your training requirements with your supervisor and/or Human Resources.
- C. Appointing Authorities are (1) responsible for assuring that employees are made aware of this policy and documenting that each employee has received a copy or has been directed to an electronic posting of this policy within 30 days of the

effective date of this policy or upon hire for new employees; and (2) accountable for the enforcement of this policy in the areas under their jurisdiction.

- D. Supervisors are responsible for (1) monitoring employee compliance with this policy; (2) instructing or counseling employees to comply with this policy when necessary; and (3) initiating disciplinary action when this or other policies are violated. Failure to enforce this policy may result in disciplinary action.

- E. Employees are responsible for making themselves familiar with this policy and completing all of ones required training within the time period mandates. Violation of this policy may result in disciplinary action.

Required courses and timelines for completion are listed below.

COURSE	NEW EMPLOYEES	CONTINUING EMPLOYEES
ADA Compliance CPTP SCS <i>Supervisors & HR only</i> RS 46:2595	Within first 30 days of employment	Every 3 years; deadline November 1 Search Words = ADA Comp
*Blood Borne Pathogens ORM	Within first 30 days of employment	Every 5 years; deadline November 1 Search Words = Blood Borne
*Cybersecurity CPTP SCS RS 42:1267	Within first 30 days of employment	Every 3 years; deadline November 1 Search Word = Cyber
Defensive Driving ORM	Within first 30 days of employment	Every 3 years; (within 90 days of a chargeable incident) Search Word = Defensive
*LA Code of Governmental Ethics RS 42:1170	Within first 30 days of employment	Yearly; deadline November 1 Search Word = Ethics
PES Supervisory Training Program CPTP SCS <i>Supervisors only</i>	Within first 30 days of employment or promotion/appointment to the supervisory position	As needed after initial completion. Basics, evaluation and planning required; The forms course is optional Search Word = PES
*Preventing Sexual Harassment CPTP RS 42:343	Within first 30 days of employment	Yearly; deadline November 1 Search Word = Preventing
Preventing Sexual Harassment – Supervisor CPTP <i>Supervisors only</i>	Within first 30 days of employment	Yearly; deadline November 1 Search Words = Supervisor Preventing
**Mandatory Supervisory Training Requirements	Supervisory Groups as designated by SCS	Supervisory Groups as designated by SCS

*Required for Board Members and temporary employees. Contact Human Resources for the downloadable files.

**Mandatory Supervisory Training Requirements apply to all employees who occupy jobs that are designated by SCS as part of a Supervisory Group. Employees are responsible for completing supervisory requirements as outlined by SCS and the links below.

For SCS Supervisory Groups, click here: [Louisiana Department of State Civil Service](#)

For Group Requirements, click here: [2015MTRbyGroup.pdf \(louisiana.gov\)](#)

For Supervisory Group Deadlines, click here: [SupervisoryTrainingRequirementBrochure.pdf \(louisiana.gov\)](https://louisiana.gov/SupervisoryTrainingRequirementBrochure.pdf)

DISCLAIMER:

The above required courses and the deadlines to complete each course represent the minimum requirements set forth by OLG/DCRT, based on the requirements of governing agencies such as the Board of Ethics, State Civil Service and Office of Risk Management.

IV. PROCEDURES

To complete courses offered in Success Factors, log into LEO by following these steps:

1. Go to <https://leo.doa.louisiana.gov>.
2. Enter your personnel number and password.
3. Click on the **SuccessFactors** tab.
4. Under the Quick Actions section, click **My Learning**
5. The My Learning Assignments tile will display any required, optional, or recommended courses that are assigned to you.
6. Select course of your choice and click **Start Course**.
7. Print or save certificate after completion of each course.

Review Your LEO Transcript after Course Completion

LEO trainings may post on transcripts upon course completion. Occasionally, it takes 24 hours to see course credits posted on transcripts. If you cannot view course credits immediately after completing the course – rerun the transcript the day following course completion to verify credits. Credit will only be given for LEO training that appears on LEO transcripts or a printed and saved certificate for the course.

V. VIOLATIONS

It is important that all employees complete annual and other mandated training. Failure to comply places OLG/DCRT at risk of receiving audit findings and financial penalties from State and Federal auditing agencies. Consequently, OLG/DCRT will aggressively address violations of this policy. Thus, violations of this policy may result in disciplinary action up to and including dismissal.

VI. QUESTIONS

Any questions, comments, or concerns regarding this policy should be addressed to OLG/DCRT's Human Resources Department.

Summary of Changes: updated new hire deadlines (May 25, 2023); added statement to recommend ADA Compliance for Board Members and an asterisk added to Blood Borne Pathogens (August 28, 2024)