FAQ – Training Agreement

What template do I use to create the training agreement?

The training agreement template to be used for all agencies is the Career Development Plan template found in ePerformance. When selecting the appropriate template pick the one titled: **IT CDP.**

Should employees on Agency or Enterprise Training plans be screened differently for meeting minimum qualifications compared to non-impacted employees ?

Employees should be screened for minimum qualifications consistently. It should not depend on whether the employee is on an official transition plan. The guidelines that were included for minimum qualifications did not relax the requirements, but worked within our existing options (current conversion table) for evaluating education and experience and equivalents.

Can a position in another headquarter county be an option for an employee whose current position that is impacted by IT optimization?

Yes, the agency can offer an option in another headquarter county, but should try to offer an option in the employee's current headquarter county or in close proximity if available.

If the impacted employee's duties have changed due to services moving *to the central organization can the employee's classification be downgraded?*

There is nothing in the agreement that prohibits this action. The agency must go through the normal process for reclassification of the position.

Can the Training Agreement be used for a Bargaining Unit employee to transition into an exempt position? Once the employee meets minimum qualifications can they move directly into that position?

No, this is outside the Training Agreement. The employee will need to go through the normal hiring process to fill an exempt position.

Is DAS/OIT sponsoring training opportunities?

DAS/OIT is providing training to assist the agencies in particular those agencies with limited resources. This does not preclude any agency to set up training for their employees to meet their specific agency's needs. The training provided by DAS/OIT will be available to impacted employees first. We are working out the process to select employees based on need due to the limited number of spots available.

Is training available for areas other than .NET or BPA available? Is there/will there be a formal list of training curriculum available?

DAS/OIT is providing training on these two areas based on the needs of the enterprise. If an agency has other specific training needs for their impacted employees they agency will be responsible for providing it.

Will individuals have input on what area(s) of specialization they would like to receive training for?

It is up to the agency to identify the areas of needs within their organization and work directly with the impacted employee on a transition plan The employee also has the choice to apply for available positions in other agencies.

Who would be delivering this training? Certified .NET instructors? Where would the training take place? Offsite/Onsite/Online?

DAS/OIT is currently working with the training vendor and state SMEs to develop training to meet the majority of the needs. If an agency would like more specialized training it is up to them to provide it to the employees and include in the employee training plan.

With the potential for several people being interested will the training be offered at different times to reduce impact to the agency?

DAS/OIT is estimating two waves of training based on the number of employees. Actual training logistics are still being developed.

The agency is currently working to transfer our computing infrastructure to a different floor in the SOCC Datacenter which will likely require an all-hands-on-deck personnel approach. How will the staff that may be needed to help with this infrastructure transfer process be afforded the same opportunities as those that may be able to transition out of existing classifications sooner?

This will be up to the agency to work with DAS/OIT to identify those that will attend the training and when or if they would like to provide their own agency specific training.

Does participating in either of these training opportunities constitute a commitment to being repurposed into that type of position once the training is complete? If so, what happens if we start said training and then decide it doesn't "fit" our ambitions? Are we able to opt out without repercussion?

The employee should work with the designated person at the agency on the training plan to ensure their success. There are no guarantees of additional opportunities. The expectation will be that once the employee has completed the training and met the minimum qualifications for the SDS position they will be re-classed into the position at the agency

The agreement that addresses training for those being affected by the IT Optimization contains a statement about not successfully completing the transition plan. How is it determined if an employee is successfully transitioned? What happens if the employee's transition is deemed unsuccessful?

Successful completion of the training plan means the employee has met the minimum qualifications of the position they are moving to. Per the agreement, outcome based goals will be part of the agreement. If the employee does not successfully complete the training plan created by the Agency, the Agency can explore if there are other opportunities within the employee's current classification. The agency can also contact OCB to explore other options.

How long is the training period? The agreement that addresses training for those being affected by the IT Optimization contains a statement that the training transition plan shall be no more than one year in duration unless mutually agreed upon to extend. Under what circumstances would it be anticipated that the training transition period would be extended and by how much?

Training plans are for less than or equal to 1 year. Extending the duration is on a case by case basis. An example of a plan extension would be due to an extended leave/disability.

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