
Policy

It is the California Department of Food and Agriculture's (CDFA) policy to assure quality service to the public by developing the skills, knowledge, and abilities of its employees through training activities. Such training shall be economical, effective, and consistent with the interests of the State, CDFA, the public, and the individual employee. These interests are served by having competent employees able to maintain productivity, adjust to changes in service requirements, and assume increased responsibilities.

It is also the policy of CDFA that all training provided to CDFA employees will be accessed through the CDFA Online University (University) and coordinated through the Department's Training Office, located within the Human Resources Branch.

Authority

[Government Code Sections 19400-19406](#)

[California Code of Regulations, Title 2, Sections 599.815-599.824](#)

Definitions

<i>Career Development Plan</i>	An employee's written plan for advancement, which identifies a career goal and specific self-development actions, including, but not limited to, work experiences, college courses, and training classes, needed to achieve the goal.
<i>Career Related Training</i>	Training designed to assist employees in the development of career potential and is intended to help provide them with an opportunity for self-development while also assisting in the achievement of CDFA's or the State's mission. Career-related training may be unrelated to a current job assignment. A current Individual Development Plan (IDP) is required for all career-related training and must include the career-related objectives to be met by the requested training.
<i>In-House Training</i>	Training sponsored and administered by CDFA, wherein CDFA maintains control over course content.

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<i>In-Service Training</i>	Training sponsored and administered by a State agency or joint-powers agency for State employees, wherein the State maintains a high degree of control over course content. ¹
<i>Job-Related Training</i>	Training designed to increase efficiency or effectiveness and improve performance above the acceptable level of competency established for a specific job assignment or classification, and to prepare an employee for assuming increased responsibility.
<i>Job-Required Training</i>	Training designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary due to new duties or technology, refresher training for the maintenance of ongoing programs, safety training, and training mandated by law or other state authority.
<i>Out-Service Training</i>	Training sponsored by a non-State entity, which is open to the public as well as persons employed by the State, and the State has no control over course content. ²
<i>Upward Mobility (UM) Training</i>	Training designed to provide career movement opportunities for employees in low-paying occupations. (See Administrative Manual Section 2.3.1, Upward Mobility Policy).

Responsibility

<i>Executive Staff, Directors, Chief Executive Officers, Program Managers</i>	Establish the proper climate and provide the resources to accomplish necessary employee development.
<i>Managers and Supervisors</i>	Identify employees' training and development needs; develop individual training and development plans; assign employees to attend the agreed-to training and development activities; create an environment where employees are encouraged to apply on the job what has

¹ Includes classes at other State agencies and Cooperative Personnel Services (CPS).

² Includes college or university classes and classes provided by private vendors.

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been learned in training and development activities; and ensure that all mandatory training responsibilities are met.

Consult with the Classification Analysis Unit for guidance on possible progressive discipline when an employee refuses to complete required compliance training, and/or repeatedly fails to complete required compliance training timely.

Employees

Keep their supervisor apprised of their intent to enroll in the University courses.

Complete the CDFA Online University [In-Service and Out-Service Training Information form \(SO-82\)](#) for all training taken through an in-service or out-service vendor and obtain their supervisor's signature, prior to the date of the class.

Scan the certificate of completion or other proof of completion, along with the completed/signed [SO-82](#); upload both into the University, for all in-service/out-service training.

Unit Training Coordinators (UTC)

Assist employees within their areas of responsibility as follows:

- Assist new employees with registering in the University.
- Assist employees with login issues and provide general direction on how to navigate the system including uploading certificates for in-service and out-service classes, enrolling in or un-enrolling from classes, or in locating a course.
- Serve as their branch/program's first point of contact for all training related matters.
- Monitor employees' University profiles for accuracy and update as needed.
- Monitor employees' University transcripts to ensure employees are compliant regarding required training

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and remind them of their need to complete any classes when a certificate has expired. When trainings are not completed, let the Supervisors know of non-compliance.

- Ensure that certificates of completion for the employee have been uploaded to the University.
- Attend UTC meetings to keep abreast of changes.

Training Officer

Plans, organizes, and evaluates CDFA's training program; monitors required training to ensure compliance; assists management with all their training needs; holds UTC meetings; trains, informs, and directs UTCs; and maintains the University as System Administrator.

Procedures

Employees log into the University to register for all classes. Employees must notify their supervisor of all training they plan to complete.

Online Required Training – Does not require supervisor approval.

CDFA Instructor Led Courses – Require supervisor approval. Once the employee obtains their supervisor's approval, they enroll in the desired course. The employee must select a session for the enrollment process to be complete and to be given access to the training. If the registration deadline passes the employee will not be able to enroll in the session.

University Webinars – Do not require supervisor approval.

In-Service/Out-Service Courses – Accessed through the Resources tab on the user's dashboard. Employees are required to receive prior supervisor approval via the SO-82. Once the training has been completed, the employee or their UTC will need to upload the certificate of completion via the External Training tab on the dashboard, except for the State-mandated training that is tracked in the University. State-mandated training certificates are to be uploaded into the specific course.

Cancellations – Employees are required to cancel no less than 24-hours in advance of the class date or send a qualified substitute.

To ensure seating for employees who enrolled in the session, drop-ins are not permitted for in-person classes.

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Training Expenditures

Training expenses will be reimbursed as follows:

Job Required – Full reimbursement shall be provided for tuition and other necessary expenses, including travel expenses and the allocation of time with pay.

Job Related – Full reimbursement may be provided for tuition and other necessary expenses, including travel expenses and the allocation of time with pay.

Upward Mobility and Career Related – Reimbursement may be provided for tuition, books, and supplies. Reimbursement for travel and per diem shall not be allowed. Reimbursement for such training may be made only if the employee has entered the UM Program and/or developed a Career Development Plan with their supervisor and successfully completed all course requirements as specified by the training provider.

If these provisions conflict with specific training reimbursement provisions contained in a Bargaining Unit Contract (MOU), the MOU shall prevail.

Distribution

Distribution of the above policy includes all employees.

If you have questions regarding this policy, please contact the Training Office at (916) 654-0790 or cdfa.asd_hrb_training_office@cdfa.ca.gov.