

	<p align="center">JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 3-JTS-1D-14 3-JDF-1D-14 3-JCRF-1D-08 1-JDTP-1D-12 1-SJD-1D-07</p>
<p>CHAPTER: Administration</p>		<p>AUTHORITY: KRS 15A.065</p>
<p>SUBJECT: DJJ Sponsored Training with University Credit</p>		
<p>POLICY NUMBER: DJJ 106.12</p>		
<p>TOTAL PAGES: 4</p>		
<p>DATE ISSUED: 02/15/04</p>		<p>EFFECTIVE DATE: 04/15/04</p>
<p>APPROVAL: Ronald L. Bishop</p>		<p>COMMISSIONER</p>

I. POLICY

The Department supports continuing training for all permanent employees and shall offer training opportunities that may provide post secondary credits toward under-graduate, master’s or post master’s programs. These trainings shall be offered through other accredited providers whenever feasible to increase their job skills and provide for individual career development. Training opportunities offered by the Department are a benefit provided to eligible employees and are not a right.

II. APPLICABILITY

This policy shall apply to all permanent full-time employees of the Department of Juvenile Justice who request Department sponsored training.

III. DEFINITIONS

- A. “Active Work Status” means that the employee, at the time of application and approval, is performing their job assignments.
- B. “DJJ Sponsored Training Programs or Other Approved Programs” means trainings or training tracks developed for Department employees to increase job skills and provide for individual career development.
- C. “Eligible Employee” means permanent full-time employee in active work status at the time of application and approval.
- D. “Satisfactory Grade” means a “C” in undergraduate studies, a “B” in graduate studies or a professional degree program, or “Pass” for courses designated as pass or fail. A grade of “I” or “incomplete” shall not be a satisfactory grade.
- E. “Training Advisory Committee” (TAC) means a group, appointed by the Commissioner, to review requests for tuition for any DJJ sponsored training programs or other approved programs. The Committee shall include, but not be limited to, the Personnel Branch Manager, all Division Directors, Training Branch Manager(s), or their designee.

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IV. FUNDING

The Commissioner, upon the recommendation of the Director of Administrative Services and Staff Development Branches, shall determine an amount of funds to be made available each fiscal year to support the DJJ sponsored training programs or other approved programs and provide for a fair distribution of these funds within DJJ. Funds designated for the DJJ sponsored training programs or other approved programs, except those previously committed, may be reduced or eliminated as the needs of DJJ dictate.

A. Source of Funds

The source of funds may be general fund dollars, federal fund dollars, grant funds or any other available funds or combination thereof. Any funds designated for a program area, i.e. residential, community, central office, etc., and not applied for by the cut off date, may, unless otherwise prohibited, be reassigned to another program area for use as needed.

B. Payment of Funds

1. Payment of funds shall be made directly to the provider after the employee has met all the requirements for the DJJ sponsored training or other approved programs and has received approval for the program(s).
2. If the employee does not receive a satisfactory grade or if the employee drops the course(s), fails to complete the course(s), withdraws from the program, or otherwise alters the approved application without the prior written approval of the Personnel Branch Manager, then that employee shall immediately reimburse DJJ all funds expended for that course(s).

V. PROCEDURES

- A. Employees shall be notified of the offering of DJJ sponsored training programs or other approved programs and registration requirements through the Pre-Service or In-Service Training Branches.
- B. Each DJJ sponsored training program or other approved programs shall require applicants to acknowledge that unsatisfactory completion will result in employees being responsible for reimbursing the Department for the full cost of the program.
- C. The employee shall complete all requirements for training registration and enrollment in the designated program. No employee shall be allowed to enroll in training for which funding is available if they have not completed all the requirements for enrollment.
- D. The supervisor shall review and approve the application for registration in the DJJ sponsored training program or other approved programs within five (5) calendar days of receipt and then shall forward the application packet to Program Services Director located at central office.
- E. The Program Services Director shall determine if the application is in compliance with this policy and refer to the TAC. The Director shall convene

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a meeting of the Committee which shall review and make recommendations regarding appropriateness of the staff to participate in these programs or other approved programs.

- F. Any employee who is denied DJJ sponsored training program or other approved programs shall receive a written explanation of the denial.

VI. EMPLOYEE'S OBLIGATION

- A. An employee who has approval for, and receives funding for a DJJ sponsored training program or training, shall be obligated to complete the course(s) for which assistance has been provided and receive a satisfactory grade(s).
- B. If the employee does not receive a satisfactory grade or if the employee drops the course(s), fails to complete the course, withdraws from the program or otherwise alters the approved application without the prior written approval of the Personnel Branch Manager, then that employee shall immediately reimburse DJJ all funds expended for that course(s).
- C. The employee shall provide proof of a satisfactory grade and performance and an evaluation of the program within thirty (30) calendar days after the scheduled course completion date. If the employee does not submit the required documentation within the allotted time frame then the employee shall immediately reimburse DJJ all funds expended for the course(s).
- D. Employees who failed to satisfactorily complete a program course for which funding was provided shall not be eligible for further assistance until the course is completed, unless the employee has reimbursed the Department for the amount of the expended program.
- E. An employee who has received financial assistance shall continue to work for the Commonwealth of Kentucky for a period of time as described in the individual employment contract following completion of the course for which financial assistance has been provided. Any employee who leaves state employment for any reason, voluntary or involuntary, prior to the completion of the contractual work agreement shall immediately reimburse DJJ a pro rata portion, to be determined by the Fiscal Branch, of the funds expended by DJJ. This provision shall not apply to employees who do not meet the service requirement because of layoffs or reductions in force mandates.

VII. TIME AND TRAVEL

- A. Supervisors shall be encouraged, to the extent feasible for safe and efficient operations, to be flexible in the work scheduling of employees participating in the DJJ sponsored training program or other approved programs.
- B. Continuing training is voluntary and employees shall not be permitted to travel, attend classes, or conduct any school related study or projects in an on-duty status unless otherwise specified in the training program requirements.

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C. Employees shall not be permitted to utilize state equipment or vehicles in pursuit of their continuing education.

VIII. EQUAL OPPORTUNITY

The Department of Juvenile Justice shall ensure that race, color, religion, national origin, sex, handicap, or age is not a factor in approving training assistance monies for its employees.

IX. MONITORING MECHANISM

The Regional Division Directors and the Director of Administrative Services shall ensure compliance with this policy on an ongoing basis.