



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors *TUV*
Commissioner, Indiana Department of Workforce Development

THROUGH: Dustin Stohler
General Counsel *DDS*

DATE: August 10, 2009

SUBJECT: DWD Policy 2009-04
Required Training for all Indiana Department of Workforce Development Employees

Purpose

The purpose of this policy is to provide guidance to all Indiana Department of Workforce Development (DWD) employees on the requirements for completing mandatory trainings and the discipline associated with failures to complete the mandatory trainings.

Rescission

None

Content

All DWD officers, employees, and special state employees,¹ including but not limited to members of the State Workforce Innovation Council, Indianapolis Private Industry Council, all Regional Workforce Boards, Unemployment Insurance Board, Native American Commission, Hispanic/Latino Commission, and the Women's Commission – (collectively herein "Employee" or "Employees") are required to complete training on the following topics:

1. Ethics;
2. Sexual Harassment Prevention;
3. Information Resource Use Agreement (IRUA); and
4. Any other training as required by DWD.

¹ Special state appointees are individuals elected or appointed to an authority, a board, a commission, a committee, a council, a task force, or other body that is authorized by statute or executive order. They function in a policy or an advisory role in the executive department of state government. Indiana Code 4-2-6-1(a)(16)

DWD Human Resources will, in accordance with the statutes, regulations, and policies, inform employees, in advance, of the dates by which the mandatory trainings must be completed. It is the responsibility of all DWD employees to ensure timely completion of all mandatory trainings. Timely completion means completion of the training on or before the dates specified by DWD Human Resources. DWD Human Resources will ensure that each employee completes ethics and sexual harassment prevention training within two (2) weeks of his or her starting employment with DWD or appointment within the Workforce system and every two years thereafter as required by law.

Discipline

Except for good cause shown, DWD Human Resources will administer the following discipline for any individual who fails to complete training by the deadline provided:

1. Any employee who has failed to complete the training by the deadline will receive a verbal warning from Human Resources;
2. Any employee who has failed to complete the training within two (2) weeks after receiving a verbal warning will receive a written warning from Human Resources;
3. Any employee who has failed to complete the training within one (1) week after receiving a written warning will receive a three (3) day, unpaid suspension, unless the employee is a regular merit employee, in which case, the employee will receive a pre-deprivation hearing and Human Resources will recommend a three (3) day, unpaid suspension;
4. Any employee who has failed to complete the training within one (1) week after returning from a suspension will be terminated, unless the employee is a regular merit employee, in which case, the employee will receive a pre-deprivation hearing and Human Resources will recommend a termination.

Human Resources will notify the employee's supervisor of any violation of this policy. Additionally, at least twenty-four (24) hours prior to administering such discipline, Human Resources will notify the DWD General Counsel and the Commissioner of any Director, Deputy Commissioner, or special state employee, as described above, who has failed to take required trainings.

Reporting

The chair of any Board or Commission within the Workforce system, including the State Workforce Innovation Council, Indianapolis Private Industry Council, all Regional Workforce Boards, Unemployment Insurance Board, Native American Commission, Hispanic/Latino Commission, and the Women's Commission, shall report the name and contact information for all members of the Board or Commission to Human Resources: a) within thirty (30) days of any request from DWD; and b) immediately upon the appointment of any new members or special state employees. Any Board or Commission that fails to comply with this policy will not receive additional funding until all members have completed the required training. Any member or special state employee who has failed to complete the training will be reported to the Office of the Inspector General (OIG).

Monitoring

DWD Monitoring will annually review DWD Human Resources practices to ensure all employees have received the required trainings.

Review Date

September 1, 2011

Ownership

DWD Legal
Indiana Department of Workforce Development
10 North Senate Avenue, Room SE 117
Indianapolis, Indiana 46204
Telephone: 317.232.0198

Effective Date

Immediately

Action

All Indiana Department of Workforce Development officers, employees, and special state employees shall follow the guidance contained in this policy.