

Authorizing Training Courses For Department of Transportation Employees

UDOT 08-08

Effective: March 14, 1980

Revised: February 23, 2015

Purpose

To provide education and training for the Utah Department of Transportation (Department) employees engaged or to be engaged in federal or state work.

Policy

Individual training needs are to be identified through employee-leader evaluations and the Department Training Committee who determinations the training needs to support priority areas to carry out the provisions of this policy.

The Leadership Trainer/Rotational Engineer Program Training Manager is responsible for administering this program and to follow related requirements. These responsibilities include coordinating internal processing, assisting Department with developing training needs, and assuring eligibility of attendees and costs for state participation.

The Department will ensure equal employment opportunity in that no employee will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the grounds of race, color, religion, sex, national origin, disability, or age.

Background

This policy has been written to support and encourage training within the Department to utilize training funds that are available to the maximum level.

Definitions

The following definitions are offered to distinguish sources and types of federal funded and State-only funded training.

1. National Highway Institute (NHI) – Provides training in the engineering and technical areas. A course catalog is available for review.
2. Reimbursement for Employment of Public Employees on Federal-aid projects, FHPM 1-4-5 – Costs are reimbursed as part of construction and are charged to selected construction projects. These funds are referred to as indirect costs in the procedure.
3. State only – Costs are only reimbursable from training budget established by requesting regions or groups.

Procedures

UDOT Training Programs Provide or Reimbursed With State Funds UDOT 08-08.1

Responsibility: Originator

Actions

1. Meet with leader to evaluate training need.

Responsibility: Leadership Trainer/Rotational Engineer Program Training Manager

2. Statewide training: Contact Region or Group Leaders for nominations.
3. Evaluate nominations
4. Determine list of attendees.
5. Meet with the Department Training Committee for funds approval.

Responsibility: Originator

6. Initiate preparation of checklist form from Training Technician based upon available information with originator or leader evaluation.

Responsibility: Leadership Trainer/Rotational Engineer Program Training Manager

7. Contact source of training if complete information is not available.
8. Complete statewide training checklist form from Training Technician for requests submitted from originating personnel.
9. Receive completed checklist and evaluation from originator.
10. Determine if training need is valid and type of funding available for use in completing Forms R-708.
11. Review originator's written justification and determine if Form R-708 is acceptable for processing.
12. Submit training application and necessary documentation to Department Training Committee.

Responsibility: UDOT Training Committee

13. Approve or disapprove training.

Responsibility: Comptroller

14. Direct approved requests to the Finance Department for financial approval.
15. Distribute Request for State Project Authorization with authority number to Leadership Trainer/Rotational Engineer Program Training Manager.

Responsibility: Leadership Trainer/Rotational Engineer Program Training Manager

16. Send copy of approved training application and checklist to originator or Region or Group Leader.

Responsibility: Originator

17. Notify payroll clerks of approval and account number.
18. Obtain leader's signature for attending and completing training course on the training application.
19. Submit training application and checklist to Leadership Trainer/Rotational Engineer Program Training Manager

Responsibility: Leadership Trainer/Rotational Engineer Program Training Manager

20. Verify attendance and billing for direct costs.
21. Sign billing
22. Submit to Comptroller.

Responsibility: Comptroller

23. Review costs charged and correct where necessary.