1. **PURPOSE:** To establish a training policy for the classified employees of Winona State University (WSU), consistent with the Rules and Regulations of Minnesota Management & Budget (formerly the Department of Employee Relations – DOER). Training is an activity designed to improve and/or increase the skills, knowledge, and abilities of employees.

2. **EMPLOYEE ELIGIBILITY:** All full-time and part-time permanent classified employees are eligible to participate. Employees ineligible to participate are intermittent, temporary, and emergency.

3. **PARTICIPATION IN TRAINING:** Employees may participate in training and development activities in two (2) ways:

   A. **Required training:** for training that is required by the agency, manager, or supervisor, the agency is responsible for payment of 100% of related necessary and legitimate expenses (such as tuition, books, travel expenses, travel time, and attendance time).

   B. **All other training:** supervisors may grant employees release time and/or pay tuition or instructional fees based on the perceived value of such training to the institution based on university and budgetary considerations.

   Tuition and expense payment in advance or reimbursement upon satisfactory completion will be made at the discretion of agency management and will be provided based upon agency needs, and in a manner consistent with the agency, work unit, and individual employee development plans.

4. **REIMBURSEMENT OF TRAINING EXPENSES TO THE STATE:** Employees who participate in training programs or courses longer than forty (40) classroom hours on state time or in training programs which are funded in whole or in part by state funds are obligated to return to a state job for a minimum period of twice the length of the training program. Employees who fail to fulfill the minimum time commitments are required to reimburse the state for the actual costs of the training plus all salary paid for actual time spent in training activities. The amount of reimbursement required will be a prorated share of the actual expenses based upon the length of time the employee has returned to a state job. The state may require the reimbursement of tuition, registration, travel, and living costs paid by the state for any course or program not successfully completed, provided the state is not responsible for the failure to successfully complete the course.

5. **APPLICATION FOR TRAINING:** Before registering for a course, the employee must complete all appropriate Business Office documents. This process should be started at least two (2) weeks prior to the registration date for the course.
6. **APPLICATION FOR TRAINING REFUND:** A supervisor may request evidence of satisfactory completion of the course or conference attendance.

This WSU Regulation supersedes WSU Regulation 5-10 dated August 18, 1988.

AUTHENTICATED BY:

Judith A. Ramaley  
President  

September 17, 2008  
Date of Adoption

Authoritative References

President  
Department of Employee Relations, Administrative Procedure 21  
President

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