

<p style="text-align: center;"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF CORRECTIONS</b></p>	<p><b>#106</b></p>	<p><b>Page 1 of 4</b></p>
<p><b>DOC Staff Continuing Training Units Standard Operating Procedure</b></p>		
<p><b>Security Level: "B" – Anyone may have access to this document.</b></p>		
<p><b>Effective Date: 05/22/2024</b></p>	<p><b>Supersedes:</b> #107, dated 05/31/1994; #107.01, dated 06/05/1997; #107.02, dated 09/19/1997</p>	

**DEFINITIONS**

Continuing Training Units: The DOC’s approach to measuring an individual’s participation in specific and specialized training. The units are measured by the training hours.

Stipend: A form of compensation for participation in specialized continuing training units.

**GENERAL PROCEDURES**

This document establishes the procedures, including the documentation and compensatory requirements, for the Department of Corrections’ (DOC’s) policy on specialized continuing training units (CTUs). CTUs are also referred to as core competencies in the Collective Bargaining Agreement (CBA) and State of Vermont policies.

**A. Continuing Training Units**

1. The Office of Professional Standards and Compliance (OPSC) shall ensure that all DOC staff have access to specialized CTUs (e.g., communication skills) to help them meet the requirements of their job functions, in accordance with tiers two (foundational training), three (position specific) and four (special assignment) of the OPSC training framework.
2. The OPSC shall coordinate with the local site to ensure that all required job specific, specialized CTU training is made available to any DOC staff

members who may be reassigned on a temporary and permanent basis to work in the central office, a facility, field site, or other duty (e.g., statewide transport team).

3. The OPSC shall rely on best practices and the skills (e.g., first aid) that are required for specific job functions to determine which specialized CTU trainings are appropriate to offer to DOC staff.
4. All CTUs shall relate to the essential functions of a job and:
  - a. Address a specific learning objective;
  - b. Build skills(s), knowledge and abilities; and
  - c. Meet certification standards, as appropriate.
5. All DOC staff shall complete all trainings in tier one (onboarding) and two (foundational) of the OPSC training framework before accessing any of the training in tier three or above including specialized CTUs unless participation is approved by an OPSC Deputy Director and the appropriate division director.
6. DOC staff who successfully complete DOC specialized CTUs shall be eligible for a stipend as described in section C.

**B. Administration of the Continuing Training Units**

1. The OPSC is the primary administrator of all DOC specialized CTUs and shall follow the specific procedures, in accordance with the CBA. The OPSC shall:
  - a. Ensure that DOC staff have access to 20 hours of specialized CTUs every six months each fiscal year, in accordance with the OPSC tiered training framework;
  - b. Determine the learning objectives for all specialized CTU curricula that the DOC coordinates and delivers;
  - c. Confirm that the trainers and local supervisors monitor the successful completion of any specialized CTUs by DOC staff including any that require certification, as applicable;
  - d. Test DOC staff at the conclusion of a specialized CTU.
    - i. The testing standard is based on a pass/fail scoring system.
    - ii. There are some job positions that require staff to receive a passing score at the conclusion of a specialized CTU training.
    - iii. If a staff member does not receive a passing score:
      - a) The scoring results shall not adversely impact their eligibility for the stipend described in section C below;

- however, it may adversely impact their performance evaluation; and
- b) OPSC shall work with the staff member and their supervisor to determine a remediation plan;
  - e. Assess the efficacy of the CTUs and make changes, as needed, to meet learning needs, DOC resources, and changes to best practices; and
  - f. Train and supervise all instructors, which shall include the following, at a minimum:
    - i. Verify that the instructor is certified in the knowledge, skills, and abilities for which they are training. The OPSC shall validate all DOC and external certifications;
    - ii. Ensure that the instructor completes the OPSC's "Training for Trainers" program and follow the OPSC model for instructional design;
    - iii. Approve all learning objectives and curricula developed by non-OPSC staff; and
    - iv. Ensure that all training environments and curricula support the needs of adult learners.
2. DOC staff shall request approval from their site manager, or designee, before they engage in any approved specialized CTUs. Site managers, or their designee, may approve specialized CTUs that:
- a. Meet the requirements of tiers two (foundational), three (position specific), and four (special assignment) of the OPSC training framework; and
  - b. Include opportunities for staff to develop knowledge, skills, and abilities that are related to their job function.
3. If a staff member is interested in an external professional development learning opportunity (e.g., conference, video series) that is not an already approved stipend eligible CTU, their site manager, or designee, shall:
- a. Confirm that the training is provided by an organization approved by OPSC.
    - i. OPSC shall provide an updated list of approved organizations for stipend eligible training to all facility and field sites annually.
    - ii. OPSC shall also create a mechanism through which staff may suggest organizations; and

- b. Determine whether a learning opportunity qualifies as a stipend eligible CTU. To qualify as a stipend eligible CTU, the learning opportunity shall:
  - i. Meet the specific performance expectations or goals outlined in the staff member's annual review or their most recent performance management interview (PMI);
  - ii. Address a specific learning objective;
  - iii. Build skills(s), knowledge and abilities; or
  - iv. Meet certification standards, as appropriate.
- 4. Staff may attend, or participate in, a learning opportunity (e.g., conference, video series) even if it is determined that it is not a stipend eligible CTU.
- 5. A staff member's direct supervisor shall monitor timesheets for CTU stipend hours and ensure that the training meets the standard requirements listed in this section.
- 6. All DOC staff shall adhere to a code of conduct determined by the instructor. The instructor may direct a staff member to leave training if their behavior becomes disruptive. In such cases, the instructor shall notify the staff member's supervisor. The appropriate managers responsible for determining whether any disciplinary action is required.

**C. Stipends for Completing Continuing Training Units**

- 1. The DOC shall compensate staff for participation in approved specialized CTUs, in the form of a stipend calculated based on the start and end time of the trainings, in accordance with the CBA.
- 2. DOC staff shall code their timesheet, in accordance with the CBA and the timesheet coding guidelines.
- 3. The local site management may authorize payroll and travel expenses to and from a training site, in accordance with the CBA.