

TRAINING PAY

AUTHORITY: Administrative Directive

RESCINDS: New Item

FORMS: None

PURPOSE: Sworn personnel designated to facilitate training to other employees within the Department shall receive funding in addition to their hourly rate of pay.

I. GENERAL INFORMATION

The Employee Development and Support Division (EDSD) is responsible for providing training to all sworn staff in accordance with Peace Officer Standards and Training (POST) and Standard and Training for Corrections (STC) requirements. Regular, full-time employees who are assigned to provide training to County or Department personnel shall be paid an additional two dollars (\$2.00) per hour for hours performing training and training related activities. A training year begins in July and ends the following June.

II. PROCEDURE

- A. To be eligible for training pay, designated staff must:
1. Be a full-time sworn employee.
 2. Have skills and knowledge in the subject matter area, with work experience and/or training related to the topic.
- B. Employees in senior classifications shall receive training officer pay unless:
1. Employee's job specifications include providing training during the normal course and scope of their duties.
 2. Employee is assigned to EDSD.
 3. Employee is providing individual training or technical guidance to a lower level employee.
- C. Selection of Eligible Employees
1. POST/STC Training
 - a. Selection of eligible employees facilitating the training is at the discretion of the employee's immediate supervisor, as well as the EDSD Assistant Division Director (ADD). All staff who request to train others will be put forth for consideration, with selection based on:

- (1) Standard or above performance evaluation.
 - (2) Up-to-date on chronological reports, contact standards, and other casework as determined by his/her supervisor.
 - b. The ESDS Division Director (DD) or ADD will have discretion in choosing training officers for core courses.
 - c. Courses and all materials associated with the lesson plan will be submitted to the training ADD or designee for review.
 - d. Must have current knowledge of adult learning styles and current best practices in classroom facilitation.
2. Field
- a. If a Senior Deputy Probation Officer (SrDPO) is assigned to the unit, they will be expected to provide On the Job Training (OJT) without receiving additional training pay.
 - b. If no SrDPO is present, Deputy Probation Officers (DPOs) with a desire to provide training will be selected based on:
 - (1) Standard or above performance evaluation.
 - (2) Up-to-date on chronological reports, contact standards, and other casework as determined by their supervisor.
 - (3) Unit seniority as a tiebreaker.
 - (4) Time in class as secondary tiebreaker.
3. Facilities
- a. If a Senior Juvenile Correctional Officer (SrJCO) is assigned to a unit, they will be expected to provide OJT without receiving additional training pay.
 - b. If no SrJCO is present, Deputy Juvenile Correctional Officers (DJCOs) with a desire to provide training will be selected based on:
 - (1) Standard or above performance evaluation.
 - (2) Up-to-date on casework as determined by their supervisor.
 - (3) Unit seniority as a tiebreaker.
 - (4) Time as DJCO as a secondary tiebreaker (continuous sworn hours).

D. Training Pay

1. Sworn employees assigned to provide training to County or Department personnel shall be paid an additional two dollars (\$2.00) per hour for classroom hours while facilitating training.
2. When first creating a lesson plan and course content (PowerPoints, handouts, group work, etc.), employees shall be paid an additional two dollars (\$2.00) per hour for every hour spent designing the lesson plan. Typically, creating a course will take six (6) hours of preparation for every one (1) hour of content; e.g. a four-hour course will require up to twenty-four (24) hours of time (training pay).
 - a. When updating an existing course, employees shall be paid an additional two dollars (\$2.00) per hour, for a maximum of six (6) hours per training year.
3. Sworn employees in the DJCO and Supervising Juvenile Correctional Officer (SJCO) classifications working in facilities on a regular, full-time basis who are assigned to train DJCOs shall be paid an additional two dollars (\$2.00) per hour for facilitating training.
 - a. OJT for DJCOs shall not exceed forty (40) hours without DD approval. Training pay shall be distributed amongst DJCOs assigned to provide OJT. The unit SJCO is responsible for providing a training schedule based on the criteria stated above.
 - b. OJT shall be provided to DJCOs transferring from another unit/facility, for a maximum of twenty-four (24) hours. Training pay shall be distributed amongst DJCOs assigned to provide OJT for staff transferring between units/facilities. The unit SJCO is responsible for providing a training schedule based on the criteria stated above.
4. Sworn employees in the DPO and SPO classifications, who are assigned to train DPOs, shall be paid an additional two dollars (\$2.00) per hour for facilitating training. This is for purposes of OJT, for a maximum of twenty-four (24) hours of training. DD approval is needed for additional OJT hours.
 - a. OJT for DPOs shall not exceed forty (40) hours without DD approval. Training pay shall be distributed amongst DPOs assigned to provide OJT. The unit SPO is responsible for providing a training schedule based on the criteria stated above.
 - b. OJT shall be provided to DPOs transferring from another unit, for a maximum of twenty-four (24) hours. Training pay shall be distributed amongst DPOs assigned to provide OJT for staff transferring between units. The unit SPO is responsible for providing a training schedule based on the criteria stated above.

5. Sworn employees assigned to teach evidence based programming (EBP) to other employees shall be paid an additional two dollars (\$2.00) per hour for classroom hours attended to facilitate training. Examples of EBP include EPICS, Decision Points, A.R.T., and ASERT/STEP.
- E. Sworn employees who provide POST and STC training must:
1. Have current knowledge of adult learning styles and best practices in classroom facilitation.
 2. Submit to the training coordinator fourteen (14) days in advance:
 - a. Detailed lesson plans, including course outline describing specific subject matter and performance objectives. Lesson plans shall meet STC mandated requirements.
 - b. Handouts and course materials, including electronic versions of all materials.
 - c. Requests for specific classroom needs (i.e. desk configuration, projector, stationary supplies, laptop and projector, etc.)
 3. Instructors are expected to complete the Instructor Development Course within one (1) year of being chosen to facilitate training.

REFERENCES:

Policy: A-16 Training

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APPROVED BY: