


Florida Fish and Wildlife Conservation Commission <b>Internal Management Policies and Procedures (IMPP)</b>		
	TITLE	IMPP
	Training	6.49
		EFFECTIVE DATE
		11/08/2017
	APPLICABILITY	RESCINDS/AMENDS
	All Employees	N/A
<b>REFERENCES:</b> IMPP 1.7.7, IMPP 4.4.4, IMPP 5.2, IMPP 5.3.13, AND IMPP 6.17 (SECTIONS 1, 2, AND 3) <b>AUTHORITY:</b> 60L-36.003, 60L-36.005, 60L-40.001 AND 60L-40.002 FLORIDA ADMINISTRATIVE CODE, SECTIONS 110.1099, 110.219, 110.235, 119.0701, 282.318, 287.057(14A), AND 287.057(14B) FLORIDA STATUTES		
<b>IMPP OWNER:</b> HUMAN RESOURCES		

**POLICY**

It is the policy of the Commission to encourage employees to improve their leadership, communication, technical, and scientific skills by completing in-house training, online training, publicly-offered training, or attending classes at universities, colleges or other institutions of learning. Specified training is mandatory for required participants as defined in 6.49.2, 6.49.3, 6.49.4, and 6.49.5.

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**6.49.1 DEFINITIONS**

- A. Annual Training:** Coursework required each fiscal year (July 1 to June 30).
- B. New Employee:** Any Other Personnel Services (OPS), Career Service (CS), Select Exempt Service (SES) or Senior Management Service (SMS) staff who is either new to the Commission or has not worked for the Commission for a period of 31 calendar days.
- C. Required Training:** Any online, webinar or instructor-led training required by Federal Law, Florida Statute, the Commission, or Division/Office.
- D. Supervisor:** Commission staff with supervisory responsibilities of one or more OPS, CS, SES, and/or SMS staff.

## 6.49.2 REQUIRED ANNUAL TRAINING

### A. Required Coursework

- a. Coursework and any required quizzes on IT security awareness as required by the state of Florida and overseen by the Office of Information Technology as specified in [section 282.318, Florida Statute](#).
- b. [FWC Human Resources Annual Online Learning](#) as required by the agency and overseen by the Office of Human Resources.
- c. *FWC Public Records Training* as required by the agency and overseen by the Legal Office as specified in [IMPP 1.7.7](#).

### B. Required Participants

- a. Annually required coursework will be completed each fiscal year by the following:
  - i. OPS, CS, SES and SMS staff who are employed by the Commission at any point during the fiscal year.
  - ii. Law Enforcement Reserve Officers
  - iii. Regular Service Volunteers
  - iv. Contractors with a connection to the FWC network are only required to complete the coursework on IT security awareness and *FWC Public Records Training*.
  - v. Contractors who do not have a connection to the FWC network are only required to complete the *FWC Public Records Training*.
  - vi. Any person who represents the Commission as determined by the Office of Human Resources
- b. Exception: Employees and other participants who do not have access to the FWC network are not required to complete the coursework on IT security awareness.

## 6.49.3 REQUIRED TRAINING FOR NEW EMPLOYEES

New employees are provided with training to ensure they have the necessary information to follow federal laws, state statutes and rules, and Commission policy.

### A. OPS Employees

- a. OPS employees who are new to the Commission will complete the online training identified for new OPS employees by the Office of Human Resources within the first ten work days of employment. OPS employees who were previously employed by the Commission do not need to retake any new employee coursework completed within the previous three years.
- b. OPS employees who are new to the Commission will complete *FWC Public Records Training* within ten work days of beginning employment as specified in [IMPP 1.7.7](#).
- c. OPS employees who are new to the Commission will complete *FWC Safety Orientation Training* within ten work days of beginning employment as specified in [IMPP 5.2](#).

- d. The *FWC New Employee Online Training Form* indicating completed coursework will be submitted to Office of Human Resources within thirty calendar days of the hire date.
- e. Anyone in the new OPS employee's chain-of-command may add additional required coursework.

## **B. CS, SES and SMS Employees**

- a. CS, SES, and SMS employees who are new to the Commission will complete the online training identified for new CS, SES and SMS employees by the Office of Human Resources within the first ten work days of employment. In addition, new CS, SES, and SMS non-sworn employees are required to complete *Human Resources Orientation* led by the Office of Human Resources within the first three calendar months of employment. Sworn employees are required to complete *Human Resources Orientation* within six calendar months of graduation from the Academy. CS, SES, and SMS employees who have been employed by the Commission in the past do not need to retake any new employee coursework completed within the last three years.
- b. CS, SES, and SMS employees who are new to the Commission will complete *FWC Public Records Training* within ten work days of beginning employment as specified in [IMPP 1.7.7](#).
- c. CS, SES, and SMS employees who are new to the Commission will complete *FWC Safety Orientation Training* within ten work days of beginning employment as specified in [IMPP 5.2](#).
- d. The *FWC New Employee Online Training Form* indicating completed coursework will be submitted to Office of Human Resources within thirty calendar days of the hire date.
- e. Anyone in the new CS, SES or SMS employee's chain-of-command may add additional required courses.

## **6.49.4 REQUIRED TRAINING FOR NEW SUPERVISORS**

### **A. Required Participants**

Employees who meet any of the following conditions are required to complete the *Principles of Supervision & Leadership Tier* of the *FWC Leadership Development Process* within one calendar year of assuming supervisory responsibilities at the Agency:

- a. Employees who are promoted from a non-supervisory position to a supervisory position within the Agency.
- b. Employees who are hired by the Agency into a supervisory position.

### **B. Other Participants**

Any employee, with permission from their supervisor, may participate in *Principles of Supervision & Leadership Tier* coursework. Employees are encouraged by the Commission to complete supervisory coursework prior to accepting supervisory responsibilities.

### **C. Required Coursework**

Required coursework to complete the *Principles of Supervision & Leadership Tier* is available through the Office of Human Resources.

#### **D. Exemptions or Modifications**

The Division/Officer Director, or their designee, may determine any required supervisory coursework is not necessary for an individual with prior supervisory experience hired by the Commission. Division/Office Directors may also require additional division/office-specific coursework for new supervisors in their chain-of-command.

#### **6.49.5 OTHER REQUIRED TRAINING**

Staff responsibilities listed below require specialized training in accordance with Federal Laws, Florida Statutes or Commission policy.

- A. Vehicle Use:** Employees of the Commission shall receive training in the use of certain types of Commission vehicles, vessels and other equipment as specified in [IMPP 5.3.13](#).
- B. Purchasing Card Use:** Employees of the Commission who request, and prior to receiving, a State of Florida Purchasing Card (P-Card) shall complete the *FWC Purchasing Card Training* as specified in [IMPP 4.4.4](#).
- C. Contract/Grant Management:** Employees of the Commission with contract and grant management responsibilities will complete training as specified by [section 287.057\(14\) \(a\) and \(b\), Florida Statute](#).
- D. Additional Training Required by Federal Law or State Statute:** All training for licenses and certifications required by federal law or state statute for an employee to complete their assigned work duties.
- E. Additional Training Required by Division/Office:** Divisions/Offices may require additional training.

#### **6.49.6 PROCEDURE FOR ATTENDING UNIVERSITIES, COLLEGES, OR OTHER INSTITUTIONS OF LEARNING**

- A. Attendance at Colleges, Universities or other Institutions of Learning:** Refer to [IMPP 6.17.1](#).
- B. Tuition Waivers at a State University, College or Community College:** Refer to [IMPP 6.17.2](#).
- C. Educational Leave with Pay:** Refer to [IMPP 6.17.3](#).

**FORMS**

<b>FORM NUMBER</b>	<b>FORM TITLE</b>
None	<a href="#">New Employee Online Training Form</a> (located in the <a href="#">New Employees portal</a> )
None	<a href="#">Principles of Supervision and Leadership Completion Form</a> (located in the <a href="#">FWC Leadership Development Process portal</a> )
None	<a href="#">State Employee Tuition Waiver Program Participation Form</a> (located in <a href="#">Forms – Human Resources portal</a> )

Approved: Eric Sutton  
Nick Wiley, Executive Director or Designee

Date: 11/08/2017

History: Est.: 11/0/8/2017