

## TRAINING

### I. POLICY

The Department of Natural Resources (DNR) is committed to employee training and development and understands its importance in ensuring regulatory compliance, promoting workplace safety, and fostering a productive work environment.

### II. PURPOSE

The purpose of this policy is to ensure timely completion of all training requirements by providing a comprehensive overview of training mandates, regulatory provisions, deadlines, and procedures associated therewith.

### III. APPLICABILITY

This policy applies to those as specifically identified in association with each training requirement.

### IV. SUCCESSFACTORS

SuccessFactors is the LaGov Learning training platform that serves as the centralized learning portal through which the majority of mandatory training is available. SuccessFactors is accessible via the Louisiana Employees Online (LEO) system. For recordkeeping purposes, SuccessFactors is programmed to automatically credit course completions on an employee’s training transcript.

NOTE: At the conclusion of a web-based training (WBT) course, it is strongly recommended that employees print a course certificate with their name on it, if available, as documentation of completion and, if necessary, provide to Human Resources to have credit manually added to the training transcript.

### V. TRAINING REQUIREMENTS

#### A. All Public Servants (including State Mineral and Energy Board Members)

Required Training	Regulation	Deadline
SCS CPTP Preventing Sexual Harassment for All Employees	<a href="#">La. R.S. 42:341-345</a>	1. SuccessFactors training within 30 days of hire 2. _SuccessFactors training each year by December 31
LA Code of Governmental Ethics	<a href="#">La. R.S. 42:1170(A)3</a>	1. SuccessFactors training within 30 days of hire 2. SuccessFactors training each year by December 31

#### B. All Employees

Required Training	Regulation	Deadline
ORM Blood Borne Pathogens	Office of Risk Management Rules in accordance with <a href="#">La. R.S. 39:1527 et seq.</a>	1. SuccessFactors training within 30 days of hire; and, 2. SuccessFactors training once every 5 years thereafter; and, 3. SuccessFactors retraining of employees in unit affected by a BBP event in the following 60 days.

ORM Defensive Driving		<ol style="list-style-type: none"> <li>1. SuccessFactors training within 30 days of hire; and,</li> <li>2. SuccessFactors training once every 3 years thereafter; and,</li> <li>3. SuccessFactors retraining or other recognized driver safety training within 90 days of employee being designated high risk.</li> </ol>
Safety Meetings		On a quarterly basis
SCS CPTP Cybersecurity Awareness WBT <sup>1</sup>	<a href="#">La. R.S. 42:1267</a>	<ol style="list-style-type: none"> <li>1. SuccessFactors training within 30 days of hire, or by April 30, 2021, whichever is later; and,</li> <li>2. SuccessFactors training each year thereafter by December 31.</li> </ol>
SCS CPTP Disability Awareness WBT	<a href="#">Executive Order No. JBE 18-08</a>	SuccessFactors training within 30 days of hire
SCS CPTP Disability Etiquette WBT		SuccessFactors training within 30 days of hire
OTS ISP End-User Agreement <sup>2</sup>	<a href="#">OTS Information Security Policy ("ISP")</a>	SuccessFactors training within 30 days of hire

**C. Supervisory Employees**

**1. Disability-Related Training**

Required Training	Regulation	Deadline
SCS CPTP ADA Compliance WBT	<a href="#">La. R.S. 46:2595</a>	SuccessFactors training within 30 days of hire/promotion into a supervisory job and every three (3) years thereafter

**2. Mandatory Supervisory Training Groups**

In accordance with [Civil Service Rule 25.2\(a\)](#), designated, classified supervisory and managerial job titles are assigned to a supervisory group number. Upon hire or promotion to an applicable job title, the employee must complete supervisory training via SuccessFactors for the assigned group as follows:

<sup>1</sup> Any contractor or legal extern who has access to DNR’s network during the term of employment shall complete SCS CPTP Cybersecurity Awareness training in accordance with the same deadline established above.

<sup>2</sup> Any contractor or legal extern who has access to DNR’s network during the term of employment shall complete OTS ISP End-User Agreement training in accordance with the same deadline established above.

Supervisory Group 1		
Core Program <i>Completion Time: 1 year</i>	Supervisory Group 1 Program <i>Completion Time: 2 years after Core completion due date</i>	Continuing Education <i>Post Completion</i>
Web-based Training: <ul style="list-style-type: none"> <li>• CS Essentials</li> <li>• Common Myths</li> <li>• Hiring and Retaining Top Talent</li> <li>• Leave Management</li> <li>• Validating Employee Performance</li> </ul>	<ul style="list-style-type: none"> <li>• Situation Leadership I</li> <li>• Emotional Intelligence I</li> <li>• Change Management</li> <li>• Communicating Top Down Messages</li> <li>• Building Trust <b>OR</b> Ethical Behavior</li> <li>• Inspirational Leadership</li> <li>• Managing and Improving Work Processes</li> <li>• Choose one (1):                             <ul style="list-style-type: none"> <li>○ Conflict Management</li> <li>○ Delegation</li> <li>○ Teams I</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One (1) course per performance year from CPTP provided list</li> </ul>
<b>Assessment:</b> Core Capstone <sup>3</sup>	<b>Assessment:</b> Supervisory Group 1 Capstone	
Supervisory Group 2		
Core Program <i>Completion Time: 1 year</i>	Supervisory Group 2 Program <i>Completion Time: 1 year after Supervisory Group 1 Program completion due date</i>	Continuing Education <i>Post Completion</i>
Web-based Training: <ul style="list-style-type: none"> <li>• CS Essentials</li> <li>• Common Myths</li> <li>• Hiring and Retaining Top Talent</li> <li>• Leave Management</li> <li>• Validating Employee Performance</li> </ul>	Supervisory Group 1 Program above (if not done previously) <b>PLUS</b> the following: <ul style="list-style-type: none"> <li>• Situational Leadership II</li> <li>• Emotional Intelligence II</li> <li>• Strategic Thinking</li> <li>• Organizational Dynamics <b>OR</b> Developing a Motivated Work Group</li> <li>• Ethical Leadership</li> <li>• Work/Life Balance</li> <li>• Prioritizing Tasks with Agency Mission and Values</li> <li>• Choose one (1):                             <ul style="list-style-type: none"> <li>○ Conflict Management</li> <li>○ Critical Thinking</li> <li>○ Teams II</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One (1) course per performance year from CPTP provided list</li> </ul>
<b>Assessment:</b> Core Capstone	<b>Assessment:</b> Supervisory Group 2 Capstone	

<sup>3</sup> Capstone assessments cannot be completed until all required web-based trainings have been completed.

<b>Supervisory Group 3</b>
<b>Core Program</b>
<b><i>Completion Time: 1 year (if not done previously)</i></b>
Web-based Training: <ul style="list-style-type: none"> <li>• CS Essentials</li> <li>• Common Myths</li> <li>• Hiring and Retaining Top Talent</li> <li>• Leave Management</li> <li>• Validating Employee Performance</li> </ul>

**3. Continuing Education (CE)**

Upon successful completion of the assigned supervisory group training as listed above, classified supervisors are thereafter subject to completion of one (1) continuing education course each performance year (July 1 – June 30) in accordance with [Civil Service Rule 25.2](#). The list of courses that satisfy this requirement change each year. Therefore, Human Resources shall disseminate by email, at the beginning of each performance year, the list of qualifying courses for that performance year to affected supervisors.

**NOTE:** Continuing education credit cannot be added to an employee’s training transcript in cases where the employee has already completed one or more of the listed courses prior to the applicable performance year.

**4. Performance Evaluation System (PES)**

<b>Required Training</b>	<b>Regulation</b>	<b>Deadline</b>
SCS CPTP PES Basics	<a href="#">SCS General Circular 2012-014</a> and HR Policy No. 24, Performance Evaluation System	SuccessFactors training within 30 days of hire, promotion, or appointment to a classified supervisory position
SCS CPTP PES Planning Process		
SCS CPTP PES Evaluation Process		

**D. Supervisors and Sexual Harassment Investigators**

In addition to the training required for all public servants, supervisors (whether classified or unclassified) and those persons designated to accept and investigate sexual harassment complaints must complete additional training via SuccessFactors, which emphasizes identifying, preventing and responding to sexually inappropriate behavior.

<b>Required Training</b>	<b>Regulation</b>	<b>Deadline</b>
SCS CPTP Supervisor - Preventing Sexual Harassment	<a href="#">La. R.S. 42:341-345</a>	1. SuccessFactors training within 30 days of hire/promotion into a supervisory job 2. SuccessFactors training each year by December 31

**F. Safety Representatives**

Safety representatives include those designated by a DNR Office to serve in one of the following roles: Safety Coordinator, Assistant Safety Coordinator, Safety Officer, or Floor Warden.

Required Training	Regulation	Deadline
Loss Prevention Program	Office of Risk Management Rules in accordance with <a href="#">La. R.S. 39:1527 et seq.</a>	Instructor-led training within 1 year of designation and at least every 5 years thereafter
Incident/Accident Investigations		Instructor-led training within 1 year of designation (not required to take more than once)
Inspections		
Job Safety Analysis (JSA)		
Safety Meetings		
Supervisor Responsibilities		

The above training classes are not offered through SuccessFactors. Rather, course availability and registration can be accessed at the Louisiana Office of Risk Management’s (LAORM) Website for State Agencies at [www.laorm.com/index.html](http://www.laorm.com/index.html) by selecting “Loss Prevention,” then “LP Training Schedule – Sedgwick CMS Eventbrite.”

Following course attendance, it is the responsibility of each Safety Representative to request from the instructor and ensure receipt of a copy of the sign-in sheet as documentation of course completion. Accordingly, such documentation must be provided to Fiscal-Administrative Services, so that it is available for review and inspection by LAORM or its third party administrator, Sedgwick Claims Management Services, during the next scheduled safety audit.

**G. ESF-6 Responders**

In accordance with [Executive Order No. JBE 16-20](#), DNR serves as a support agency for purposes of Emergency Support Function (ESF) 6 – Mass Care, Housing and Human Services during state-assisted emergencies. Accordingly, DNR designates certain staff members as ESF-6 responders to complete appropriate training and, if activated, supplement the staffing of the Department of Children and Family Services (DCFS), as the ESF-6 primary agency, to distribute emergency food stamps, serve in shelters, and/or perform any other duties deemed necessary by DCFS.

Required Training	Regulation	Deadline
FEMA Independent Study Course IS-100	Department of Children and Family Services (DCFS)	Online training within 30 days of designation as ESF-6 responder (not required to take more than once)
FEMA Independent Study Course IS-200		
FEMA Independent Study Course IS-700		
FEMA Independent Study Course IS-800		
Shelter Forward Team Training		Instructor-led training within 90 days of designation as ESF-6 responder and as required periodically thereafter

DSNAP (Food Stamp) Policy Training		Instructor-led training within days of activation by DCFS staff
------------------------------------	--	---

The above online FEMA courses are not offered through SuccessFactors. Rather, the steps for registering and completing these courses are as follows:

1. Obtain a FEMA student ID number at <https://cdp.dhs.gov/FEMASID>;
2. Go to <https://training.fema.gov/IS/>;
3. Click on “IS Course List;”
4. Select each course to be completed;
5. Complete the test;
6. Upon successful exam completion, an email will be sent within one (1) business day with a link to create an electronic training certificate.

Following online course completion, it is the responsibility of each ESF-6 responder to provide a copy of each of their training certificates to the Human Resources Director for recordkeeping purposes. For instructor-led training, DCFS will provide a copy of the sign-in sheet as documentation of course completion directly to the Human Resources Director.

**H. Appointing Authorities**

Appointing Authorities include the following unclassified executives: “Secretary, Deputy Secretary, Undersecretary, and each Assistant Secretary, or an equivalent position of the Department of Natural Resources.” The course listed below is designed to educate appointing authorities regarding State Civil Service rules and procedures concerning performance management, hiring and termination of classified employees.

Required Training	Regulation	Deadline
SCS CPTP Performance Management for Executives	<a href="#">La. R.S. 42:1266</a>	SuccessFactors training within one (1) year of hire (not required to take more than once)

**I. Telework and Supervisors of Employees that Telework**

In accordance with [Civil Service Rule 11.4.1\(i\)](#) and HR Policy No. 26 - Telework, employees who are authorized to participate in telework and their supervisors are required to complete mandatory telework training as established by State Civil Service prior to beginning telework.

Required Training	Regulation	Deadline
SCS CPTP Teleworking for Employees	<a href="#">SCS General Circular 2022-007</a> and HR	SuccessFactors training must be completed before the employee begins their telework arrangement
SCS CPTOP Managing Teleworkers	Policy No. 26, Telework	SuccessFactors training must be completed upon promotion to a supervisory position or before their employee begins their telework arrangement, if already in a supervisory position (not required to take more than once)

**J. Americans with Disabilities Act (ADA) Coordinator**

In accordance with [La. R.S. 46:2595](#), the designated agency Americans with Disabilities Act (ADA) Coordinator(s) are required to complete mandatory ADA training upon hire or appointment to the role of ADA agency coordinator.

Required Training	Regulation	Deadline
CPTP SCS ADA Compliance WBT	<a href="#">La. R.S. 46:2595</a>	SuccessFactors training within 30 days of hire/promotion into a supervisory job and every three (3) years thereafter

**VI. RESPONSIBILITIES**

- A. Employees:** To timely comply with all training requirements as listed herein and included as an expectation in all PES plannings without undue oversight or reminders by his or her supervisor or Human Resources.
- B. Supervisors:** To ensure employee compliance with training requirements and to hold employees accountable for such as part of their performance evaluation each year.
- C. Human Resources:** To notify affected individuals in writing of their training obligations - initially upon hire, promotion, designation, and/or renewal, as applicable. Depending on the course, SuccessFactors via the LaGov Learning system may also automatically generate reminders directly to employees.

**VII. VIOLATIONS**

Failure by employees to complete required training may have significant consequences for the Department, given various reporting and audit requirements, and could result in increased insurance premiums charged by LAORM. Thus, any employee that fails to satisfy required training due during each calendar year shall be subject to corrective action as follows:

- 1st offense: Letter of Counseling;
- 2nd offense: Letter of Reprimand;
- 3rd offense: Disciplinary action, up to and including termination from employment.

Additional consequences may include:

- A “Needs Improvement/Unsuccessful” performance evaluation, which results in ineligibility for market adjustments; and/or
- Ineligibility for promotion, reallocation or other discretionary pay increases.

**VIII. QUESTIONS**

Questions regarding this policy or any training requirements listed herein should be directed to the Human Resources Division.

**IX. REVISION HISTORY**

Date	Action	Date	Action
July 2018	Policy Established	April 2022	Policy Revised
May 2019	Policy Revised	August 2022	Policy Revised
March 2020	Policy Revised	July 31, 2023	Policy Revised
February 2021	Policy Revised		

**AUTHORIZATION:**

---

**Thomas F. Harris, Secretary**