

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	1.1.01
PROCEDURES MANUAL		ISSUE DATE	April 17, 2006
SUBJECT	Training Events	Section	Customer Services
		Last Revised	3/12/97

OBJECTIVE AND INTENT:

To enhance agency and individual performance and improve efficiency and effectiveness through training.

GENERAL:

DMME University

The DMME University System is the web-based system that DMME employees will use to request and evaluate all training. It is located on the DMME Intranet site, <http://dmme.mme.state.va.us/>.

Training is a requirement in all performance management plans and 40 hours of DMME University training is recommended on an annual basis to ensure employees stay abreast of information important to continuous quality improvement and to develop skills important to a quality work environment.

All training, convention, and conference attendance will be coordinated by the DMME Training Coordinator (TC) and approved through the DMME University System.

PROCEDURES:

The TC shall:

- conduct a “Needs Survey” each Spring (in response to the federal Office of Surface Mining survey) to identify employees who would like to attend OSM sponsored courses. The State surveys are utilized by OSM to schedule courses. From the DMLR survey, OSM allocates the number of participants and alternates from Virginia who may attend a particular course.
- maintain a listing of available training on the DMME University system.
- maintain and make readily available information about the listed seminars, workshops, or courses (e.g., brochures, flyers, advertisements).
- coordinate all seminars, workshops, and courses not presented by the Division. This includes registration for attendance and all travel and lodging arrangements.
- Ensure DMLR complies with DMME Procedure #290 “Training and Education”.

The Division employee shall notify or copy the TC with information received on any upcoming seminar, workshop, or course This will assist the TC’s ability to inform other employees of training opportunities.

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Training Requests -

Each employee request for training must be made through the DMME University system. The **TC** will list all DMME sponsored and approved classes on the DMME University System. If a training opportunity is not listed, the employee must select the “Request Unlisted Event” button to request a class that is not listed on the system.

The employee must complete the system’s training request form to initiate the review and approval process.

Approval for Training –

Once the employee completes the training request form, the second phase of the approval process will commence. The system will automatically forward the request simultaneously to the employee’s supervisor and the **TC**.

The supervisor is responsible for approving or denying requests for training submitted by their subordinates. In reviewing each training request, the supervisor will determine whether the requested training is work related and relevant to the employee’s performance.

The **TC** will be responsible to ensure that requests and approvals comply with State standards and procedures.

If either the supervisor or **TC** disapproves the request, the request form will then be routed by the system to the appropriate manager for reconsideration and action. The system will notify the employee as to the ultimate decision on the request.

Evaluation of Training –

If the training request is approved, the employee must access the DMME University system to complete the evaluation component after attending the training event. Once this is performed, the system will automatically update the employee’s training record.

Training Reports –

Each employee’s complete training history is available through the DMME University System. The employee may print a copy of his/her training record from the system at any time.

TRAINING ATTENDANCE

It is the responsibility of the employee to attend the training events that he/she has requested and been approved to take. The employee’s yearly performance evaluation may consider the attendance rate.

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Involving Overnight Travel –

Attendance at or sponsorship of conventions or conferences requiring overnight stay requires the DMME Director's or Deputy Director's approval. In addition, the *Travel Authorization Form* (available through the DMME Intranet site, [\\webbsg.dmme.net/mme.state.va.us/folders/DMME Downloadable Forms](http://webbsg.dmme.net/mme.state.va.us/folders/DMME%20Downloadable%20Forms).) must be completed and submitted to the appropriate supervisor prior to travel.

Multiple Attendees –

Attendance of three or more employees at seminars, workshops, training, or similar activity(ies) essential for staff development requires the DMME Director's or Deputy Director's approval. The TC will monitor and review training requests to determine if multiple requests have been submitted that would necessitate DMME management approval.