



Highway Maintenance Manual
Chapter 02 Administration
Section 20 Eligible Costs
Subject 90 Employee Training

Bureau of Highway Maintenance
December 2017

1.0 Purpose

This policy has been developed to ensure consistent state acceptance and financial participation regarding county highway department employee training. Chapter 2, Section 20, Subject 75 of the Highway Maintenance Manual has the policies related to patrol supervisor training.

Typically, eligible employee training is provided annually as part of a one day event but it may also include additional time and/or state sponsored training. Training is reimbursed for state patrolmen assigned or budgeted to a state summer section. This policy does not include county specific new employee training for county employees.

2.0 Definition of Cost

Training costs include the labor and associated fringe benefit costs of the employees being trained either at a training day or a state sponsored session (including CHEMS training and the fall regional bookkeepers meetings), along with a 30% proportionate share of related training day costs for (a) procuring or developing, and (b) conducting the training sessions.

Other costs, like overnight expenses, mileage and meals, are not commonly incurred during an annual training day but may be authorized for a state sponsored session. For these state sponsored instances, the regional maintenance supervisor or operations manager should be notified prior to the training and their concurrence obtained.

3.0 Charging Policy

The county should invoice the department for the state share of training on the monthly invoice under the 00xx-01-40, activity code 094 (training). When an employee assigned or budgeted to a state summer section attends a training day or a state-sponsored training session, this employee's time and fringe benefit costs may be charged to the routine maintenance agreement. In addition, 30% of the costs for procuring, developing or conducting the annual training day may be charged to the routine maintenance agreement.

For CHEMS and regional bookkeeper meetings, up to two staff members are eligible to attend, state reimbursed. More may attend these sessions but at the full expense of the County.

All training associated with the COMPASS program should be invoiced to 00xx-01-40, activity code (096), including both patrol supervisors and county field staff.

4.0 Other Eligible Training

The implementation of training as well as the training needs vary from county to county. To list each training item separately could lead to omissions or interpretation. New or updated provisions for worker safety, routine service levels, etc., should be anticipated. As such, training needs will change and should be subject to periodic review. Specific needs should be approved through the regional maintenance supervisor or operations manager prior to the training.