	OREGON YOUTH AUTHORITY **Policy Statement** **Part I – Administrative Services**	

Subject: **Staff Training and Development**			
Section – Policy Number: **D: Personnel Management – 3.9**	Supersedes: **I-D-3.9 (06/22)** **I-D-3.9 (10/19)** **I-D-3.9 (7/14)** **I-D-3.9 (9/09)** **I-D-3.9 (9/02)** **I-D-3.9 (6/03)**	Effective Date: **10/26/2023**	Date of Last Review/Revision: **None**

Related Standards and References:	▪ [DAS policy 50.035.01](#) (Performance Management Process)
	▪ [DAS policy 50.045.01](#) (Employee Development and Implementation of Oregon Benchmarks for Workforce Development)
	▪ American Correctional Association, *Standards for Juvenile Correctional Facilities;* 4-JCF-6E-01 (Staff Development)
	▪ [OYA policy](#): 0-2.1 (Professional Standards)
	  I-D-3.8 (Agency Training Program)
	  I-E-3.0 (Media Relations)
	▪ [OYA forms](#): YA 1200 (Training Roster)
	  YA 2229 (Out-of-State Travel Authorization)		

Related Procedures:	▪ [Checklist: Use of Staff Images in OYA Training Events](#) ▪ [TA I-E-3.8 Curriculum Development Workgroups](#)		
Policy Owner: Training Academy Director	**Approved:** _____ Joseph O'Leary, Director		

I.   PURPOSE:

This policy establishes OYA's standards for staff training lesson plans, training delivery, training attendance approval, trainee and trainer responsibilities, and training documentation.

II.   POLICY DEFINITIONS:

Agency training: Training developed and provided by OYA (usually through the Training Academy) for OYA staff.

Curriculum development workgroup: A group of staff representing a cross-section of the agency convened to detail course descriptions, learning outcomes, and evaluation methods for specific training topics or needs. Membership varies according to topic and need and must include decision-makers, content experts, and representatives of marginalized communities.

Local training: Training developed and provided by a local facility or office for staff who work at that facility or office.

Professional development: Organized, planned activities that continuously improve staff's job-related knowledge and skills.

Qualified OYA instructors: OYA staff who have knowledge and expertise in the subject matter they present, and are skilled in presenting topics to adult learners.

Training: An organized, planned, and evaluated learning activity designed to achieve specific learning objectives.

Training Advisory Committee (TAC): An agency committee that assesses agency training needs and aligns training strategies to support and implement agency (and juvenile justice) business initiatives most effectively.

Training expenses: Expenses related to a training activity that include, but are not limited to, leave requests, travel, per diem costs, and tuition.

Workday Learning: An Oregon state employee learning management system that retains employee training records and online courses.

Workday Learning partner: An OYA staff member who is trained to enter data into Workday Learning and support Workday Learning at the local level.

III.   **POLICY:**

OYA has identified diversity, equity, and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination, and bias. While OYA is only one part of a system that has disproportionately impacted youth of color and LGBTQ+ youth, it plays a critical role in addressing the historical and systemic inequities it perpetuates. It is critical that OYA staff are trained and educated on the historically racist foundation of the juvenile justice system, its impact on marginalized groups, and the connection to current issues within juvenile justice. It is also imperative that staff professional development opportunities are equitable, do not perpetuate disparate impacts to marginalized groups, and balance being responsible stewards of state resources.

OYA values a productive, motivated, culturally responsive, and culturally diverse workforce. OYA has a coordinated, comprehensive system of staff development and training designed for the following purposes:

- To help meet internal and external mandates by providing the training necessary to execute agency policies and procedures in a consistent and timely manner;

- To provide effective services to youth by ensuring that staff have the basic competencies to carry out their job responsibilities;

- To enhance staff knowledge, skills, abilities, and competencies to perform jobs more efficiently and effectively; and

- To provide staff with opportunities for continued personal and professional development.

The Training Academy coordinates and facilitates the agency's training program to ensure the training needs of OYA offices and facilities are met in a consistent manner that reflects the agency's mission and values. The Training Academy ensures all OYA staff training curriculum and lesson plans meet recognized professional standards.

In addition, the Training Academy develops partnerships with other state agencies, county juvenile departments, other correctional and juvenile justice organizations and colleges in an effort to have a consistent and competent continuum of services throughout Oregon.

IV.   **GENERAL STANDARDS:**

A.   The Training Academy must collaborate with supervisors to assess their local training needs and advise on service delivery options.

B.   All OYA agency training presented to OYA staff must use an OYA-approved lesson plan or curriculum and be presented by qualified OYA instructors.

1.   The curriculum development workgroup must review curriculum/lesson plans to ensure compliance with OYA's standards and mission, and that instructors are qualified.

2.   OYA staff training must contain:

a)   A description of the training;

b)   Identified ways to measure effectiveness;

c)   A lesson plan documenting content delivered to participants;

d)   Documented learning outcomes; and

e)   Documented attendance (e.g., online or training roster).

C.   Training affecting service delivery to youth requires approval from the Training Advisory Committee (TAC) before it is implemented.

Supervisors may send staff to observe such training without the TAC's approval when the intent is to gather information to share with the agency.

D.   Staff training request approvals

1.   All training requests, including authorization for training expenses, must be approved by the supervisor before training begins.
2.   Requests for out-of-state training must be approved by an assistant director, who will forward the request to the Director's Office for final approval.

E. Training for other agencies or community partners

    1. A staff member who is asked to represent OYA while providing training to other agencies or community partners must have approval from their supervisor prior to acting on the request.

    2. For staff who are not certified trainers in the training they will be presenting, the supervisor must review the lesson plan or training agenda prior to authorizing the training delivery. The Training Academy director may be contacted for guidance in this process.

F. Individual staff development

OYA develops its staff to enable them to perform their jobs competently and with excellence.

    1. Orientation training

All new staff must complete mandatory orientation training within 60 days of their hire date. This training is provided online, in a classroom, and one-on-one mentoring; or a combination of these delivery methods.

    2. New Employee Training (NET)

        a) New staff must complete NET as appropriate to their job duties and classifications within 90 days of their hire dates. This training is provided online, in a classroom, and one-on-one mentoring; or a combination of these delivery methods.

        b) Exceptions made to NET requirements must be approved by the appropriate assistant director in collaboration with the Human Resources administrator and the Training Academy director.

Exceptions must:

            (1) Be documented in writing;

            (2) List the factors considered for the exception;

            (3) Detail an alternate training plan; and

            (4) Be retained by the Training Academy.

    3. Annual training and professional development

All OYA staff must complete training annually.

        a) Training topics will include those required according to job classification, law, OYA policy, and related bargaining agreements.

b) OYA encourages participation in professional development opportunities as identified in staff individual development plans.

4. Approval for non-mandatory training and staff development activities is a local management decision which must consider:

a) Local need, including alignment with the staff's development plan and the work unit's training needs;

b) Available training funds (including per diem, travel, tuition, and staffing costs);

c) The unit/office ability to meet operating requirements while the staff participates in training;

d) Training that meets staff need; and

e) Fulfilling agency goals, mission.

5. Specific roles

a) Supervisors

(1) Assess and identify staff development and training needs;

(2) Facilitate training opportunities to fulfill the training and development needs of individual staff or working unit;

(3) Schedule staff for mandatory training and arrange workload to facilitate participation in training;

(4) Approve or deny non-mandatory training and professional development activities in accordance with the priorities of the agency training plan, budget availability, and workload coverage needs; and

(5) Ensure participation in and documentation of all mandatory training and professional development activities are completed.

b) Staff

(1) Assess training and development need in relation to job duties and developmental goals;

(2) Identify development plan with supervisor during regularly scheduled performance management meetings;

(3)   Provide documentation of completed professional development activities to supervisor;

(4)   Attend classroom training or complete online training as approved and scheduled;

(5)   Sign attendance document (roster); and

(6)   Make recommendations for curriculum development and improvement through the local management structure.

G.   Training documentation

1.   All training requests must be made in writing by a staff member or supervisor, as appropriate.

2.   Workday Learning

OYA must retain a computerized training record for each staff member that documents completed training and staff development activities. These records are retained in the Workday Learning management system.

a)   Agency classroom or in-person training must be documented on OYA form YA 1200 (Training Roster).

(1)   Agency training provided by the Training Academy

A designated Training Academy staff will enter the corresponding training into Workday Learning.

(2)   Agency training provided by the JJIS Business Integration Team.

A designated Information Systems staff will enter the corresponding training into Workday Learning.

b)   Workday Learning partners must enter completed local training into Workday Learning.

c)   Completion of training or professional development activities that do not meet the criteria described in the paragraphs above must be documented in the attendee's Workday Learning training record using the self-reported learning choice.

(1)   Staff members are responsible for providing their supervisors with supporting documentation of the training or activity.

(2) An activity is deemed professional development as determined by the supervisor.

d) OYA staff may view their individual training records in Workday Learning.

H. Staff responsibilities during training sessions

1. Classroom training sessions, including virtual classrooms, are considered part of a regular workday. Training participants must maintain professional standards and be fully prepared to take part in all aspects of the training.

Participants must:

a) Bring required materials;

b) Wear appropriate clothing for a professional setting and the training activity;

c) Be on time for each training session and promptly return from announced and designated breaks; and

d) Follow the instructions of the qualified instructor or others presenting the training.

2. Qualified instructors will maintain an appropriate learning environment by redirecting any training participant's activity that is unsafe or undermines the learning environment.

3. Any training participant failing to follow the reasonable instructions of a qualified instructor may be considered disruptive and subject to appropriate corrective action, as determined by their supervisor.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO