



JOINT CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 10-03-ADM/OMB	ORIGINATING AGENCIES: OFFICE OF MANAGEMENT AND BUDGET OFFICE OF WORKFORCE INITIATIVES AND DEVELOPMENT	PAGE 1 OF 3
EFFECTIVE DATE: 07-23-09	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 96-04-OMB AND ADDENDUM TO 94-10-OMB
SUBJECT: TUITION REIMBURSEMENT AND TRAINING COSTS		
ATTENTION: TRAINING OFFICERS, PERSONNEL OFFICERS AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT: TRAINING UNIT, OFFICE OF WORKFORCE INITIATIVES AND DEVELOPMENT		PHONE: (609) 777-0425

The Human Resource Development Institute (HRDI) directs the planning, development, and delivery of all training and education programs for State Government Executive Branch agency employees pursuant to Executive Order #12 and New Jersey Administrative Code, N.J.A.C. 4A:6-4. HRDI has acquired a Learning Management System (LMS), which will be used by all agencies to manage, track and report on all employee development activities statewide including HRDI training, conferences, agency delivered or agency procured training and tuition aid. Further, the LMS provides the State of New Jersey the ability to launch online training to its employees as a cost saving measure. All State mandated training will be provided by HRDI and will be delivered online when available. To insure appropriate and effective service delivery with equal access on a consistent and uniform basis, HRDI and OMB have established the following guidelines that shall be adhered to in determining approval for tuition aid, training, seminars, conferences, conventions, related travel expenditures, and reimbursements.

I. TUITION AID

Tuition aid is available to agencies for recruitment, retention, skills development and career development at all levels of employment. Each agency, in concert with the assigned HRDI representative, will develop a tuition assistance program subject to the availability of funds from the particular agency. This annual plan must be approved by HRDI prior to implementation. The plan will incorporate agency internal policies as to eligibility, type of support, amounts, reimbursements, applications, and approval procedures. Agencies are reminded of their affirmative action responsibilities in making eligibility determinations. Employee eligibility is limited to full-time permanent employees in the classified services, unclassified services, or Senior Executive Service. Exceptions for employees who are not full-time and permanent may be requested by agencies on an individual basis subject to HRDI approval.

Tuition aid shall be for training at accredited educational institutions where the tuition is the primary element of the total reimbursable expense. Matriculation fees, activity fees, and travel expenses are reimbursable only when the employee is specifically directed to enroll in the course. Reimbursement may not exceed the cost of six credits at a comparable State institution per semester or per educational program. Employee profiles must be updated in the LMS to reflect the additional education received.

II. STAFF TRAINING AND SEMINARS

Staff training and seminars are defined as programs designed to enhance employee knowledge, proficiency, and performance to meet organizational requirements through formal sessions of study, research, and discussion under the direction of a specialist. HRDI provides agencies with an extensive catalog of staff training courses delivered online or by Institute adjuncts supplied by outside training service professionals and organizations.

Neither agency employees nor outside consultants may develop or deliver training and education programs that the Institute is capable of developing or delivering without the prior written approval of the Institute Director. If the Institute is not capable of developing or delivering a program that an agency needs, the Institute Director may authorize the agency to develop or deliver the program internally. The Institute staff shall supervise and direct the delivery of any such program. Where appropriate, HRDI may authorize an agency to hire a consultant or an outside organization for delivery of said program through the use of an HR-1 form submitted in advance by the requesting agency. HRDI will respond to these requests within ten business days of receipt. Agencies must adhere to all Treasury procurement regulations and guidelines when securing the services of an outside organization.

Agencies should always use the most economical methods available, including online delivery of training.

All mandatory training such as violence in the workplace, sexual harassment and other training required by regulation, State or Executive Order must be procured through HRDI and when available, be delivered online.

HRDI will have access to all employee development information entered into the LMS for reporting purposes, including training not delivered through HRDI. Therefore all agencies must use the LMS to administer their training and employee development activities.

A. ANNUAL PLAN

HRDI will request that agencies prepare an annual employee development plan. The plan will indicate the various types of training agencies intend to offer their employees each fiscal year. HRDI will review the plans and identify duplicate offerings across multiple agencies. HRDI will convene the New Jersey Employee Development Advisory Committee periodically to review the common offerings and may coordinate the procurement of duplicate services to maximize cost efficiencies.

B. PAYMENT

Along with the LMS, HRDI will implement an Accounts Receivable system. Upon completion of the Accounts Receivable System, the LMS will provide three payment options: self pay with a credit card, intra-governmental transaction, and invoicing with payment by check. All State agencies must use the intra-governmental option. The only exception will be when an agency is paying with Special Funds and Trust Funds. In these cases the agency can utilize the billing method and pay with a check.

The LMS will accommodate multiple levels of approval. The recommended number for each agency is four to six levels. At a minimum, the Supervisor, Training Liaison, Fiscal Manager, and Human Resource Manager must be included in the approval process. The Fiscal Manager will be required to provide either the encumbrance number (AO) or the account number from which the class will be paid. When all agency approvals are entered in the LMS, the Accounts Receivable system will generate an automatic AV or an automatic UA in NJCFS based on the account information entered at the time of final approval in the LMS.

Agencies must ensure sufficient funds are available in their training account when the class is approved. When a class date is in the next fiscal year and will be paid from that fiscal year's appropriations, the Accounts Receivable system will generate the automatic UA on the first day of the new fiscal year. No prior fiscal year may be referenced on the UA. The Department of the Treasury will notify agencies when the automatic transaction feature begins.

Payments are considered nonrefundable ten days before the class start date. Expenditures for staff training and seminars shall be charged to account object 3810. Travel, lodging, and subsistence costs in connection with these programs are also charged to account object 3810.

III. CONFERENCES AND CONVENTIONS

Conferences and conventions are distinct from formal staff training and seminars although some training may take place at such events. These are general programs sponsored by professional associations on a regular basis that deal with subjects of particular interest to an agency or are convened to conduct association business.

The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to State government operations.

The LMS provides agencies with the ability to internally request and approve participation in conferences and conventions. Agencies must use the LMS to manage the request and approval process for attendance.

Registration fees, all travel, lodging, and subsistence costs for conferences and conventions are charged to account object 3020.

When employee attendance is strictly limited to working in a staff role in support of the conference or convention, any charges for these activities are processed in account object 3010 as travel for official State business.

HRDI will use the LMS to periodically track and report on training requests entered into the LMS for training not delivered through HRDI, including conferences and conventions.

IV. EXEMPTIONS

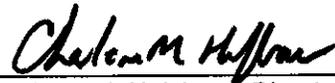
HRDI will not exercise approval authority with regard to the above referenced activities for employees of the Judiciary or the Legislature. However, HRDI will provide services to these branches of government as requested and maintain employee staff development histories for any services provided.

V. TRAVEL REGULATIONS

Agencies are reminded that they must follow all State travel regulations with regard to travel associated with the above referenced activities and that they must follow the approval procedures for conferences and certain training outlined in the State Travel Regulations Circular.



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