

TRAINING FUNDS: IMPROVED USE AND RELATED CHARGE BACKS

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I. PURPOSE

This chapter establishes policy and procedures for making the maximum use of training funds at CDC.*

II. INTRODUCTION

The Training and Career Development Branch (TCDB), Human Resources Management Office (HRMO), provides a wide range of training without charge to the Centers/Institute/Offices (CIOs). TCDB negotiates a "best price" with vendors and accepts participant enrollments sufficient to ensure a full class and to maximize the training dollars invested. Employees occasionally have schedule conflicts which require them to forego training. However, in some cases, these employees fail to notify TCDB staff of their unavailability and do not attend the courses for which they are registered.

Many of these courses have a waiting list of prospective participants; thus, notification to TCDB by employees who cannot attend would enable other interested employees to receive the training. Increases have occurred in vendor and staff operating costs, and training dollars have been lost because of "no shows." Therefore, it has now become necessary to charge CIOs for vacant training seats when employees fail to notify TCDB in a timely manner of their unavailability to attend a training course in which a seat was reserved for them.

III. REFERENCES

- A. 5 U.S.C. 41.4109,4118 (Training)
- B. 5 CFR 410.405
- C. USOPM Training Policy Handbook

*References to CDC also apply to ATSDR.

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CIO CONTACT: Office of Program Support, Human Resources Management Office, Training and Career Development Branch

MATERIAL SUPERSEDED: None

IV. POLICY

The TCDB, HRMO, will charge the CIOs for the cost of the training class for employees who do not notify TCDB of their unavailability for the class at least 1 full work day before the start of that class (charge back). The amount of the charge back to the CIO will be the estimated cost of the empty seat for that training course. This charge back will be assessed regardless of whether the training is provided by a vendor or CDC instructor. CIOs may avoid this charge by canceling the requested training at least 1 full work day before the start of the class or using substitution to fill the reserved seat.

V. RESPONSIBILITIES

A. CIO Management

- Select and approve personnel for training.
- Forward training requests to TCDB.
- Ensure training cancellations are sent to TCDB as soon as possible, but not later than 1 full work day before training starts.
- Provide substitute replacements for personnel who cannot attend due to unforeseen emergency situations.

B. Employee Development Specialist, TCDB, HRMO

- Notify employees who have been accepted for a specific course, no later than four weeks before the start date of the course.
- Determine the comparable cost of the training and the lost resources resulting from those employees who neither attended nor canceled at least 1 full work day before the start of the class.
- Maintain a quarterly listing by CIO of:
 - Employees who attended the training class;
 - Employees who canceled in a timely manner (more than 1 full work day);
 - Employees who canceled late (less than 1 full work day notice) or who did not attend the training for which they were scheduled;
 - Charge backs assessed.

The foregoing information will be used only by authorized staff for management of training funds.

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MATERIAL SUPERSEDED: None

- Forward the Transfer Adjustment Voucher (TAV) for the charge backs to the appropriate CIO at the end of each fiscal quarter.
- Provide each CIO with an itemized bill related to training funds.

C. All CDC Employees

- Employees who must cancel a course for which they have been accepted should send an E-mail message to the "HRMO-LRC Course Cancellation" E-mail address. The message must include the following information:
 - The employee's name and the reason he/she is unable to attend the course for which acceptance has been granted;
 - The course title, course date, and (if known) the name of the employee development specialist course manager.
- Employees should notify the TCDB of their course cancellation as early as possible to provide TCDB adequate time to fill vacant slots in the class. Cancellations given less than 1 full work day before the start of the class will be considered late, and a training charge back will be assessed unless the reserved seat is filled with a substitute by the CIO .

VI. Goal

With the establishment of this procedure, TCDB will be able to operate more effectively and efficiently by maximizing the use of available training. Any funds transferred to HRMO for "no show" employees will be used to meet additional CDC/ATSDR-wide training needs.