



---

# SOUTHEASTERN

---

## LOUISIANA UNIVERSITY

### **Supervisor Training Policy**

To ensure employees are ready for their supervisory role, training is mandated for three supervisory groups by the State Department of Civil Service. It determines the job titles which comprise Supervisory Groups 1, 2 and 3, based on such considerations as pay level, level of work, type of job and other factors.

#### **Southeastern's Responsibilities**

Southeastern is responsible for and will ensure that employees in each Supervisory Group are granted reasonable periods of time to obtain the required training, and that training time is made uniformly available to all employees in each Supervisory Group.

#### **Employee Responsibilities**

Employees are responsible for attending the training for which they are scheduled. When scheduled training must be cancelled, employees are responsible for making reasonable notification prior to the training date to the agency. When at all possible, cancellation notice shall be rendered at least five (5) working days prior to the training date to allow sufficient time for substitutions to be made.

#### **Provisions for Employees Who "Skip" One or More Supervisory Groups**

An employee who promotes from a job in Supervisory Group 1 to a job in Supervisory Group 3 (skipping Supervisory Group 2), OR an employee who is hired or promoted into a job in Supervisory Group 2 or 3 without ever having held a job in a lower supervisory group, must meet the training requirements for the current job as well as all lower Supervisory Groups. Such employees shall be granted four years (4) from the date of appointment to meet the mandatory training requirements.

#### **Effect of Job Corrections, Job Re-evaluation and Reallocations**

For purposes of this policy, an employee affected by any action which places him into a job which is on or added to one of the Supervisory Groups on this list shall have three years (3)

from the effective date of the action (or the effective date the job was added to this list) to complete the required training for the supervisory group to which the job is assigned.

**Effect of Not Meeting Training Requirements**

An employee who has not met the mandatory training requirements within the allowed three (3) year time may be disciplined in a manner consistent with the policies of the employing agency, or may be separated in accordance with the provisions of Civil Service Rule 12.6(b).

**Exceptions to Training Requirements**

An employee may apply to the CPTP Policy Board for approval of a substitution of education, experience and other training for required CPTP courses.

Employees who have earned the Certificate in Supervisory Techniques (CST) shall be considered as having met all training requirements for Supervisory Group 1 and Supervisory Group 2. Employees who have earned the Certified Public Manager (CPM) designation shall be considered as having met all training requirements for all three Supervisory Groups.