



**State of Oklahoma**  
**Employees Group Insurance Division (EGID)**  
**A Division of the Office of Management and Enterprise Services**  
**Policies and Procedures**

## Guidelines for Employee Training

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<b>Effective Date of Policy: 10-29-13</b>	<b>Next Scheduled Review: 7-1-14</b>
<b>Prior Policy: 9-18-13</b>	<b>Policy Number: EGID-009</b>
<b>Last Reviewed: 10-29-13</b>	<b>Replaces Policy Number: OSEEGIB 908</b>
<b>Date Policy Last Revised: 10-29-13</b>	
<b>Approved: Frank Wilson</b>	<b>Approval Date: 10-29-13</b>

### **POLICY**

All permanent state employees are eligible to attend job enhancement training as outlined in this policy and as provided and approved by the Appointing Authorities within EGID. Training and development workshops are open to all EGID employees.

### **PURPOSE**

The purpose of this policy is to provide an avenue by which the EGID employee can obtain the additional training necessary to enhance their individual skillset and knowledge thereby increasing the employee's value as a member of the State of Oklahoma workforce and an EGID staff member.

### **IMPLEMENTATION**

Guidelines for attending classes, seminars, conferences or enrolling in self-study courses:

1. A request for training, or approval to attend training, must be submitted, in writing, to the nominating official for EGID prior to the employee being allowed to attend training.
2. A request for training must be approved, in writing, by the employee's immediate supervisor before a request for training is submitted to the nominating official for EGID.
3. The seminar, class, or conference must be in the best interest of the division and directly related to the job the employee is currently performing.
4. The cost must be reasonable, within the average cost range of comparable seminars offered through other companies, and within the division's fiscal budget.

5. The training must be conducted by a qualified firm or individual.
6. Staff employees may take training per term with the approval of their immediate supervisor.
7. An Out-Of-State Travel Request Form must be completed and approved by the EGID Administrator, prior to the employee's registration for training outside the State of Oklahoma.
8. Supervisors are given first consideration for training opportunities and enrollment.
9. All supervisors must complete twenty-four hours or four days of supervisory training each calendar year.
10. An employee requesting to be enrolled in a self-study or regimented course of study must submit justification, in writing, from their immediate supervisor accompanied by an approval from the Department Director.

#### **EMPLOYEE ELIGIBILITY**

An employee requesting to be enrolled in a self-study or regimented course of study must meet the following requirements:

1. Must have, at a minimum, satisfactory to above average job performance
2. Must have completed their probationary period
3. Must show potential in enhancing current job performance