



**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 5 Employee Benefits**

**Training and Education**

**Number: 5.07**

**Effective date**

**January 6, 2003**

**Revised**

**January 2, 2015**

Missourians are best served through the development of a skilled and highly trained workforce. Employees of the Department of Natural Resources, within available resources, will be given the opportunity for personal growth, professional and leadership development through training and education in an ongoing effort to provide quality service to constituents and the state of Missouri.

**DEFINITIONS**

*Accelerated course of study:* Any course of study that can result in a degree in less than the usual amount of time.

*Course:* A class offered by an accredited college or university, high school or high school equivalency testing service (GED).

*Executive staff:* The department director, deputy department directors, division directors and other staff designated by the department director.

*Training:* Sessions, workshops, seminars, or conferences that provide mandatory, management, skill, or specialized training. Training may count towards continuing education credit, but it does not go towards a degree program.

*Education:* Completion of courses, diplomas and degrees that enhance an employee's knowledge and skills.

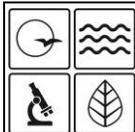
*Manager:* A person responsible for various general management processes, including but not limited to activities such as general program planning, development and coordination, or the organization, direction and evaluation of major program functions and operations or a combination of these.

*Tuition:* The fees assessed all students by a college or university for a course of study. Other words used to describe tuition include educational, instructional or basic fees.

*Student service fee:* A fee assessed all students by a college or university to cover costs of services or facilities provided to all students. This includes services such as student activity fees, information technology or computer fees, recreational facility fees and health fees.

*Supervisor:* The person directly responsible for planning, directing and evaluating the work of one or more employees.

*Supplemental fee:* An additional fee charged by a college or university typically tied to a course of study, such as engineering or biological science. Another word used to describe supplemental fee is



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course fee. Not all colleges and universities, and not all courses of study, have supplemental fees. Thus supplemental fees are not assessed to all students.

**REFERENCES**

- Internal Revenue Service Publication 15-B Employers Tax Guide to Fringe Benefits
- Internal Revenue Service Publication 508 Educational Expenses
- 1 CSR 20-6.010 Management Training
- 1 CSR 10-3.010 Preapproval of Claims and Accounts

*Related DNR policies*

- Leave with Pay 5.01
- Overtime and Overtime Compensation 3.06

**GENERAL PROVISIONS**

**Leadership Development**

The Department of Natural Resources recognizes one of its most pressing priorities is the need to plan for the future of the department and its staff. To do so, the department has implemented a leadership development program.

The goal of the program, called the Leadership Ladder Program, is to develop a number of department employees so they are better prepared to take over administrative, specialist, technical and managerial leadership roles in the organization. The Leadership Ladder Program is not designed to place a specific person in a specific position but rather to train and educate staff so they are better prepared for future leadership opportunities. It is essentially career development personalized to meet an individual’s needs for growth.

Participating, or not participating, in the Leadership Ladder Program does not guarantee, or eliminate, future promotions. All eligible staff that apply for management position vacancies will be considered using the applicable hiring process for the particular position in question. However, the program does provide participants with additional skills that will help them be more prepared for these opportunities when they arise.

Candidates apply and must undergo an assessment of their knowledge, skills and abilities. Additional information is available at <http://n-nr1ntra.ads.state.mo.us/das/succession-planning-leadership-ladder/default.htm#horizontalTab2>



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**Training**

Training provided by the department will be job related and of a benefit to the state. Training is approved by the employee’s supervisor. The department can require that an employee take training that is considered work time and paid for by the requesting program.

Four types of training are generally available. Each can assist an employee to become proficient in their job duties, prepare an employee for advancement or enhance an employee’s abilities and experience. Training can be:

- Outlined by statutes, rule, executive orders, and department policy, regarding the minimum or ongoing training requirements.
- In the areas of general program planning, development, and coordination, organization, direction and evaluation of major program functions and operations.
- Directly related to a particular job necessary for proficiency.
- Directly related to a particular job that improves overall employee performance or provides training in a specialized field of study.

Study time to prepare for testing for licenses or certificates such as Professional Engineer license or any others is on the employee’s own time and is not considered work time.

Department’s mandatory training

All DNR employees will complete the on-line New Employee Orientation training which can be accessed at <http://n-nr1ntra.ads.state.mo.us/neo/default.htm> and the classroom New Employee Orientation within the first 6 (six) months of employment.

DNR supervisors and managers must comply with the requirements of the Management Training Rule. The rule (1 CSR 20-6.010) reflects competencies needed to be an effective manager. New supervisors must attend the DNR Basic Orientation for Supervisors week-long course within the first year they enter a supervisory or management position.

Education

Employees may take courses and seek reimbursement for tuition and supplemental fees for courses that either relate to his/her current job or the mission of the department.

Educational reimbursement is available to full-time employees in regular status and part-time employees in at least one-half-time employment. Reimbursement for part time staff is based on the percent of full time work.

The department can require that an employee take courses that are considered work time and paid for by the requesting program.



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Employees taking courses that are not required for his/her current job or the mission of the department may do so at his/her own cost and time. Cost may be reimbursed subject to this policy.

Employee eligibility

To be eligible for educational reimbursement an employee must by the first day of a course:

- Be employed in a regular full or at least half time position that receives benefits.
- Have successfully completed the initial probationary period with the department.
- Have a performance appraisal rating of “successful” or higher.

Educational reimbursement

Reimbursement for tuition and supplemental fees is only for courses approved by the supervisor through the chain of command to the division director or designee. The employee may request educational reimbursement prior to the beginning of the fiscal year and/or prior to the department’s mid-year allocation review process.

It is the intent of the department to make educational reimbursement available to all staff. However, reimbursement may be affected by budget constraints. The department’s executive staff, upon review of available resources, may suspend or reduce the amount of funds available for reimbursement.

The department will reimburse college tuition and supplemental fees for no more than 15 semester credit hours or equivalent per employee each fiscal year. An exception may be made for an accelerated course of study if it meets the requirements of this policy.

Reimbursement is for tuition and supplemental fees typically associated with a degree program. Lab fees, if required for the course, will be considered part of the tuition costs. No reimbursement will be provided for travel, meals, lodging, parking, incidental costs, (i.e., books and supplies) or other required student service fees unless the department requires the employee to take the course.

Reimbursement rate

The maximum reimbursement rate shall not exceed the highest per credit hour tuition rate charged by a Missouri public college or university plus supplemental fees, if any, assessed for that course of study.

Employees shall notify their division of scholarships, grants, or similar financial gifts. Such amounts will be subtracted before reimbursement is calculated. Employees shall provide a transcript or other evidence of course completion to the department in order for the department process the reimbursement.



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Undergraduate courses will be reimbursed as follows:

<u>Grade</u>	<u>Percent of reimbursement</u>
A	100%
B	75%
C or Pass	50%
D and F	0%

Postgraduate courses will be reimbursed as follows:

<u>Grade</u>	<u>Percent of reimbursement</u>
A	100%
B or Pass	75%
C, D, or F	0%

Work schedules

An employee shall coordinate with his/her supervisor work and course schedules to minimize the effect on job duties.

An employee, in coordination with and approved by their division director through the chain of command, may use annual leave, compensatory time or an adjusted work schedule to take a course.

An employee will not be provided administrative leave with pay to take courses.

Tax liability

The department will reimburse employees for educational expenses under the Internal Revenue Service’s Education Assistance Program (EAP). This policy meets the terms of the Education Assistance Program.

Payback agreement

Any employee accepting reimbursement under this policy will be responsible for payback to the department should they leave employment within 36 months of tuition reimbursement.