

Employee and Retiree Benefits

LOB #321:

EMPLOYEE DEVELOPMENT INITIATIVES / TUITION REIMBURSEMENT

Purpose

Countywide training programs provide learning and development opportunities to increase the capacity of individuals, teams, and organizations.

Description

Countywide training programs are administered by the Organizational Development and Training Division (OD&T) of the Department of Human Resources and by the Department of Information Technology (DIT), with funding budgeted in Agency 89, Employee Benefits. OD&T training programs include all FOCUS training as well as courses that promote leadership and learning for the entire workforce. Developmental programs range from customer service and effective communication skills to conflict resolution and project management. For additional information on OD&T training programs, please see the Line of Business for Organizational Development and Training in the Department of Human Resources. Technology-related training provided by DIT is offered in recognition of the challenges associated with maintaining skills at the same pace as technology changes.

Additionally, the County funds the employee Tuition Assistance Program (TAP) and Language Tuition Assistance Program (LTAP). Tuition reimbursement is available to merit employees who successfully complete coursework that is related to a current or future position with the County and is taken through an accredited U.S. institution. Employees must earn a grade of “C” or above or receive a certificate of satisfactory completion in order to be eligible for reimbursement. The maximum reimbursement amount per fiscal year for full-time merit employees is \$1,300.

Benefits

Countywide training programs provide opportunities for employees to develop the knowledge and skills that are critical to employee success.

Mandates

This Line of Business is not mandated.

Trends and Challenges

A major trend in training is an increase in the use of technology. It is anticipated that the County training program will migrate to a “blending” concept that combines e-learning and classroom learning. Additionally, training must be flexible to meet the needs and learning styles of the multiple generations that now make up the County workforce.

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Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
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FUNDING			
General Fund Expenditures	\$1,039,803	\$1,223,829	\$1,532,850
Total Revenue	\$0	\$0	\$0
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
Positions:			
Regular	0 / 0	0 / 0	0 / 0
Total Positions	0 / 0	0 / 0	0 / 0

Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Participation in DHR training	11,588	10,776	18,235	18,500	18,500
Cost of training per employee	\$142	\$96	\$95	\$95	\$95
Percent of employees indicating they will apply what they learned	94%	97%	95%	96%	96%

For a full discussion of these training metrics, please see the Line of Business for Organizational Development and Training in the Department of Human Resources.