LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MANUAL (PPM) NO. 59

SUBJECT: Workforce Development

EFFECTIVE DATE: March 20, 2001

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals on this subject and is not to conflict with PPM 33, Selection and Appointments.

1. POLICY STATEMENT

This policy outlines DOTD's approach to workforce development by establishing consistent training policies and procedures while clearly defining training requirements for all personnel. It also expands on the mandates set forth in Louisiana Revised Statute 48:250.1.

2. PHILOSOPHY

Efficient workforce development and management are crucial for DOTD to maximize employee potential and ensure personnel can effectively oversee the transportation system. This goal is achieved through:

A. Structured Training (based on job title or work location)

B. Professional Development

C. Continuing Education

D. On-the-job Training

Training programs are essential for ensuring workforce safety, proficiency, and continuous improvement. The department is committed to fostering a culture of ongoing learning to strengthen employees' core skills and enhance their ability to navigate an increasingly technical work environment.

To support this commitment, the department will provide training and related materials at no cost to employees and encourage completion during work hours. Recognizing the value of hands-on experience, the department emphasizes on-the-job training as a fundamental part of all operations, encouraging employees and supervisors to actively share their knowledge and expertise.

This policy establishes the minimum training required for employees to perform their duties safely and effectively. However, administrators and supervisors have the authority to mandate additional training or adjust deadlines as needed to enhance individual performance and overall departmental efficiency.

3. DEFINITIONS:

A. A Learning Management System (LMS) is defined as a software application or web-based technology that provides a location for learners to view training requirements, take web-based courses, register for instructor-led training, and view the record of their training.

The state of Louisiana LMS, SAP SuccessFactors, contains the following types of training that will be automatically assigned to employees based on designated criteria. Training may also be individually assigned.

(1) Program – Programs contain Sections, which contain courses. Sections may have due dates as well as the entire Program.

(2) Curriculum – One or more courses that must be completed within a designated period and repeated when they expire. These courses will always show as needed in the LMS, but are considered current if the due date is in the future.

(3) Items – Courses that can be found in Programs or Curricula and may also be assigned individually to employees to take. Individually assigned Items may or may not have specific due dates.

B. A Structured Training Program (STP) is a set of grouped courses within the LMS. Employees are enrolled in these programs based on their job title and/or location, and completion is required by the assigned due date. Additional details about specific programs can be found in the appendices. In some cases, curricula may also be assigned based on job title or location.

C. The Due Date is the deadline by which employees must complete a specific training assignment. Due dates may vary depending on the type of training. They are determined by either the effective date of an approved personnel action or the date a training requirement is established. Detailed criteria for due dates related to specific training types can be found in the relevant appendix.

D. "Grandfathered" is a term used to specify when an employee is not required to take a new or revised training requirement as long as they remain in their position and job title at the time of the grandfathering. It is not automatic for every change to training requirements.

(1) Employees seeking a promotion or to advance in a career progression group must have completed all training requirements as if they were not grandfathered.

E. Personnel Actions for purposes of this document, refer to permanent status, reallocation, promotion, voluntary demotion or detail to special duty.

F. Overall Training Status reflects an employee's status for all assigned training in the LMS. Employees are expected to remain "In Compliance" at all times.

(1) In Compliance – An employee has either completed or has more time to complete all their assigned training in the LMS.

(2) Non-Compliant – An employee is considered non-compliant if they have missed the due date for assigned required training in the LMS. While in non-compliant status, the employee is not eligible for personnel actions. Employees or supervisors may request an exception if an instructor-led course has not been offered in a timely manner or if extenuating circumstances prevent completion. The Louisiana Transportation Research Center (LTRC) must approve any training exceptions. Non-compliance may result in disciplinary action at any time, in accordance with the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the State Civil Service Rules (SCS).

4. RESPONSIBILITIES

A. Employee. Each employee is responsible for actively participating in workforce development, understanding their assigned training requirements, and approaching training systematically with career advancement in mind. Employees should complete required courses as soon as possible and are responsible for registering for them in the LMS.

(1) An employee may request additional training beyond what is required, but it is understood the training should be:

a. Directly related to the employee's job level and organizational unit.

b. Approved by the employee's supervisor. Supervisors should exercise sound judgement in deciding if the training is appropriate, necessary, and of benefit to the department.

B. Supervisor. Supervisors play a key role in fostering a culture of continuous learning. They are responsible for informing employees of their training requirements, supporting their training and preparation, and integrating training into daily work activities. Additionally, supervisors must ensure that training is scheduled in coordination with work responsibilities. Employee training is managed and guided through the Continuous Performance Management (CPM) system.

(1) Supervisors are responsible for monitoring their employees to ensure all assigned training is completed in a timely fashion.

(2) Supervisors must make individual training assignments when the employee

requires those assignments based on their job title. Examples include Equipment Operator Certification Program (EOCP) training and Specialty Areas, Authorizations, and Certifications for certain Engineering Technicians. See the appropriate appendix for more information.

(3) Supervisors must maintain "In Compliance" status with their training, maintain a departmental email address, and periodically review this email inbox for correspondence regarding training for their employees and themselves.

5. DOTD TRAINING REQUIREMENTS

This policy establishes different types of training requirements, with specific details provided in each appendix. The DOTD Training Requirements Catalog, maintained by the LTRC Technology Transfer and Training Section (33) and available on the DOTD Intranet, provides a list of all programs and curricula along with the courses in them that are defined and assigned in the LMS.

When an appendix is revised, or a new appendix is implemented, employees affected by these changes will be notified by the Technology Transfer and Training Section (33) with specific information regarding modifications to the training requirements and given guidelines for completing that training. The appendices are as follows:

A. DOTD Leadership Development Training

B. Engineering Technician and Construction Inspector Training

C. Maintenance Personnel Training

D. Engineer Intern Training

E. Specialty Areas, Authorizations, and Certifications

F. Administrative Coordinator and Assistant Training

G. State and Agency Mandated Training

H. State Civil Service Supervisory Training

I. Weights and Enforcement Training

J. Loss Prevention Training

K. Emergency Operations Training

L. Training for Human Resources Professionals

6. CONFORMANCE WITH TRAINING

Employees must maintain an "In Compliance" status for their training at all times. Failing to meet the training requirements outlined in this policy may lead to disciplinary action, as per the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

A. Employees must complete minimum training requirements to ensure safety and competency for their job assignments based on their classification level. These requirements are outlined in the appendices and assigned to each employee in the LMS.

B. Employees must successfully finish training courses to receive training credit. Some courses may require passing exams. Once completed and credited, the training remains valid unless it expires or a new version of the course is introduced.

C. Course titles in the LMS will clearly indicate expiration time periods when applicable. The expiration date will be the completion date plus the expiration time period.

D. If a required course credit expires, the employee must retake the course or a refresher course to remain "In Compliance" with training requirements.

E. When significant changes are made to courses or programs, employees must complete the new or revised courses by the specified deadline.

F. Training assignments may be updated to incorporate new technologies, comply with federal or state regulations, or reflect changes in DOTD policies, procedures, methodologies, or software.

G. Employees on classified WAE or Job Appointments must complete any assigned training.

H. Part-time employees or those with reduced hours (at least 20 hours per week on a fixed schedule) must complete the training required for their position.

I. Employees planning extended absences (e.g., FMLA) should review their training requirements prior to their leave and complete any training that may become overdue during their absence.

J. If extenuating circumstances (such as medical or family leave, extended leave, or military leave) prevent an employee from meeting training deadlines, they may submit a request for an Exception to Training.

(1) An Exception to Training request must include relevant supporting

documentation and approval from the employee's Appointing Authority. The request will then be submitted to LTRC for review and decision. If approved, training due dates will be adjusted in coordination with the appropriate District Training Coordinator or Section Training Liaison.

7. CONTINUOUS PERFORMANCE MANAGEMENT (CPM)

Supervisors will review employee training performance and records annually as part of the CPM process. All employees are required to maintain "In Compliance" status with their training.

A. If the employee is "Non-Compliant" with required training and is not granted an exception to training, the deficiency will be documented.

B. A list of employees who are "Non-Compliant" at the end of the rating period will be compiled by LTRC and reported to the DOTD Human Resources Section. Human Resources will advise the Appointing Authority on the appropriate disciplinary action in accordance with the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

C. Employees who have a "Non-Compliant" status for two consecutive rating periods are subject to Involuntary Demotion or Dismissal in accordance with the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

8. PERSONNEL ACTIONS AND TRAINING

Employee training records will be reviewed during certain personnel actions. Some job titles only require employees to be "In Compliance", allowing them more time to complete assigned training. Other job titles may require specific training to be completed, regardless of the due date. In some cases, specific training is mandatory for an employee to qualify for a personnel action related to that job title. For more details, refer to the appropriate appendices.

A. Permanent Status:

(1) Employee must have a training status of "In Compliance" to obtain permanent status.

(2) Training in a Program section named "Fundamental Training" must be complete regardless of due date.

(3) Refer to the appropriate appendices for any additional requirements.

B. Reallocation within a Career Progression Group (CPG) or Promotion:

(1) Employee must have a training status of "In Compliance".

(2) All required job-specific training for personnel actions must be completed. For more details, refer to the appropriate appendices for the specific job.

C. Demotion – Voluntary or Disciplinary:

(1) After any type of demotion, the employee must complete all required training for their new position and maintain an "In Compliance" status before becoming eligible for certain personnel actions..

D. Detail to Special Duty:

(1) An employee must have a training status of "In Compliance" to be eligible for the detail.

(2) In the LMS, the employee will be automatically assigned to the training requirements of the detailed position. When the detail ends, the LMS will remove the detailed position's training requirements.

9. TRAINING SUBSTITUTIONS

Requests to substitute successfully completed post-secondary education in lieu of required DOTD coursework may be submitted to LTRC. Approval will be on a case-by-case basis.

All training substitution requests must include:

A. Course title(s) for which the employee is requesting a substitution.

B. Course title(s) of completed coursework to substitute for the required training.

C. Documentation of completed coursework (i.e., official school transcripts, copies of completion certificates, etc.). For approval, grades must include "C" or better, "P" for pass, or "S" for satisfactory.

D. Specific course descriptions from a course syllabus or school catalog (i.e. online course descriptions are usually available on the school website).

10. TRAINING REQUIREMENTS MODIFICATION

An Appointing Authority may request changes to training requirements through LTRC, who will review the request and consult with the appropriate Office Head for approval.

LTRC conducts periodic reviews of training requirements and consults with the appropriate Office Head to recommend any necessary updates.

Additionally, the Transportation Curriculum Council, as outlined in the Secretary's Policy and Procedure Memorandum No. 47, serves in an advisory role and may suggest changes to training requirements.

11. STATE CIVIL SERVICE SUPERVISORY TRAINING

SCS training requirements for employees in supervisory, managerial, and administrative roles are mandated by SCS Rules Chapter 25: Training and Workforce Development. For more details, refer to Appendix H.

These requirements impact an employee's overall training status. Failure to complete these requirements may result in disciplinary action, as outlined in the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

12. TRAINING REQUIRED BY STATE LAW OR DOTD POLICY

Employees must complete all statutorily required training courses assigned in the LMS, as these courses impact their overall training status. For more details, refer to Appendix G.

Failure to complete these training requirements may result in disciplinary action, as outlined in the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules. At the end of each calendar year, a list of employees who have not completed the required annual training will be reported to the DOTD Human Resources Section. Human Resources will then advise Appointing Authorities on the appropriate disciplinary action in accordance with these policies.

13. LOSS PREVENTION TRAINING

Employees must complete all training requirements assigned in the LMS as specified by the DOTD Loss Prevention Section. These requirements follow guidance from the Louisiana Office of Risk Management and other regulatory agencies and impact an employee's overall training status. For more details, refer to Appendix J.

Failure to complete and maintain compliance with these training requirements may result in disciplinary action, as outlined in the Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.



Glenn Ledet, Jr.
Secretary

Attachments

APPENDIX A
DOTD LEADERSHIP DEVELOPMENT TRAINING PROGRAM

1. PURPOSE

This appendix establishes policy for the DOTD Leadership Development Training Program. Courses in the Leadership Programs provide for the formal development of administrative and managerial skills of current and future employees to meet the goals and vision of DOTD.

2. PROGRAM IMPLEMENTATION

This Program was revised and renamed the DOTD Leadership Development Program in May of 2022 with final implementation in May of 2023. It replaced the DOTD Management Development Program implemented July 1, 2012, which replaced the original Leadership Structured Training Program implemented July 1, 2002.

NOTE: *At implementation of the new DOTD Leadership Program in 2023, employees who had credit for the old Management Development Program level for their job title were not assigned to the new Leadership Program level.*

3. TRAINING PROGRAMS

The Leadership Development Training Program consists of four levels, each of which is a distinct Program in the LMS. A separate Program applies to advanced-level technician jobs. DOTD Training Requirements Catalog lists job titles and the Program assigned.

A. DOTD Leadership Development
Level 1 - Entry: non-supervisory; beginning level(s) in a job series
Level 2 - Staff: journeyman, advanced journeyman, or team leader
Level 3 - Manager: first or second line supervisor
Level 4 - Administrator: Appointing Authority and/or budget authority as defined in DOTD Secretary's Policy and Procedure Memorandum No. 3

B. DOTD Leadership Development for Technicians
There is one program for advanced-level technicians (e.g., Engineering Technicians 5, DCL, and 7).

4. CURRICULUM

All training included in these Programs consists of instructor-led courses provided by the Technology Transfer and Training Section (33) and will be assigned through the LMS. It is the responsibility of the employee and their supervisor to ensure the assigned training is completed in the required timeframe.

5. PROGRAM ASSIGNMENT AND DUE DATES

Employees required to complete training for a DOTD Leadership Development Training Program Level will be enrolled in that program with a designated due date, as outlined below. They can use the LMS to track their enrollment, monitor course progress, and register for or request courses.

A. The required Leadership Development Training Program Level for each job title is listed in the DOTD Training Requirements Catalog, available on the DOTD intranet.

B. Employees are assigned to the Program for their job title when:
   (1) Newly hired.
   (2) Personnel action results in a job title change.
   (3) A job title is added to the Leadership Development Training Program.

C. Due dates for Programs:
   (1) Level 1 – Entry Program must be completed within two years of assignment.
   (2) All other Levels must be completed within three years of the assignment.

D. Effect of personnel actions on assigned due dates:
   (1) If the new job title is in the same Program, the due date is not changed.
   (2) If the new job title is in a different Program:
      a. The old Program is removed if not complete.
      b. The new Program is assigned with a new due date.

6. PERSONNEL ACTIONS AND TRAINING

Leadership Development Training Program assignments must be "In Compliance" for certain personnel actions to proceed. The program does not need to be fully completed as long as the courses are not overdue. Exceptions may be requested if courses were unavailable.

APPENDIX B
ENGINEERING TECHNICIAN AND CONSTRUCTION INSPECTOR TRAINING

1. PURPOSE

This appendix outlines the policy for technical training, supervisory skills training, and certification requirements for DOTD Engineering Technicians. It also provides guidance for Appointing Authorities on how to administer this training.

2. PROGRAM IMPLEMENTATION

The Program was first implemented on October 1, 2002. On that date, all Engineering Technicians were "grandfathered" into their current positions and job titles, meaning they were not required to meet the new Program's requirements. However, to be eligible for reallocation within a Career Progression Group or for promotion, all STP requirements must be met, even for employees who are grandfathered.

Due dates assigned by the LMS may be accelerated as required in this appendix. Appendix E contains information regarding Specialty Areas, Authorizations, and Certifications previously contained in this appendix.

The new title series of "Construction Inspector" will be treated as "Engineering Technician" for purposes of this Appendix and in Appendix E.

3. TRAINING REQUIREMENTS

A. Employees in Supervisory Job Titles: Employees in job titles designated as "Supervisory" by SCS are required to complete all supervisory training as specified in Appendices G and H.

B. PC Computer Training: All Engineering Technicians must complete the Program *DOTD PC Computer Program – Technicians* within 3 years from their original appointment in the ET job series.

C. Leadership Development: See Appendix A. Engineering Technicians 5, DCL, and 7 must complete the Program *DOTD Leadership Development Program – Technicians* within 3 years of assignment.

D. Structured Training Programs: All Engineering Technicians will be assigned to a Structured Training Program (STP) based on job title, work location, and job duties.

(1) All ETs will be assigned to an STP that requires completion of Standard Specifications, Highway Plan Reading, and either the first Construction or Design Math.

(2) More than one STP may be assigned to an individual ET.

(3) ET assignments in District Construction Inspection, District Laboratory, and District Training will require Specialty Areas to be assigned individually and may require Authorizations or Certifications. These items are explained in detail in Appendix E.

(4) The STP due date is based on the date of the personnel action that first assigns the employee to the Program. Sections within the Program may be required sooner than the STP due date.

(5) Engineering Technicians (ETs) must complete the Safety section within 13 weeks and the Fundamentals section within one year. Additional Program sections must be completed within the timeframes listed below. If an employee was initially hired at an ET level higher than ET 1, their training schedule will be accelerated. Failure to complete the required training on this schedule may result in demotion to the highest job title for which training has been completed, in accordance with Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

Job Title at Employment	Program-Section	Due Date
Engineering Technician 1	ET 1	2 years
Engineering Technician 2	ET 1	2 years
	ET 2	3 years
Engineering Technician 3	ET 1	1 year
	ET 2	2 years
	ET 3 & To Advance to ET 3	3 years
Engineering Technician 4	ET 1	1 year
	ET 2	1 year
	ET 3 & To Advance to ET 3	2 years
	ET 4 & To Advance to ET 4	3 years
Engineering Technician 5 and above	ET 1	1 year
	ET 2	1 year
	ET 3 & To Advance to ET 3	2 years
	ET 4 & To Advance to ET 4	3 years
	ET 5 & To Advance to ET 5	4 years

E. Expired courses must be retaken, or employees must complete a refresher course automatically assigned by the LMS to maintain "In Compliance" status.

4. PERSONNEL ACTIONS AND TRAINING

This policy does not restrict the movement of an Engineering Technician from one District or Section to another District or Section. An employee must be "In Compliance" with all required training to be eligible for certain personnel action except for a disciplinary demotion. Other requirements below will also apply. Manual checks will be required in cases where Specialty Areas or Certifications are required. See Appendix E.

A. Eligibility for Permanent Status:

The training that must be completed for an employee to be eligible for Permanent Status will depend on the job title at which the employee enters the ET job series. Job title is shown at left, and the program-sections required for permanent status in the assigned program are indicated at right in the table below. Sections indicated are required for permanent status regardless of the due date shown in the LMS.

Job Title at Employment in Probation Status	**Program – Sections Required**		
	Safety and Fundamentals	**ET 1**	**ET 2**
Engineering Technician 1	for perm status		
Engineering Technician 2	for perm status		
Engineering Technician 3	for perm status	for perm status	
Engineering Technician 4	for perm status	for perm status	for perm status
Engineering Technician 5 and above	for perm status	for perm status	for perm status

B. Promotions and Reallocations in a Career Progression Group (CPG):
To be eligible for a promotion or reallocation in a CPG, the employee must be "In Compliance." In addition, the District Training Coordinator or Section Training Liaison must verify an employee's compliance with the items below.

(1) To promote into or reallocate to a job title assigned to the same STP:

a. Employees must be complete in all training up to and including requirements for their current job title in the STP, even if due dates indicate that the employee has more time to complete their required training. Exceptions may be made if the incomplete training is not required or is required at a higher level in their new STP.

b. For Construction Inspection, District Laboratory and District Training employees, training identified as "to advance" to the new job title must be complete to be considered eligible for promotion

or reallocation in the CPG to that level. This information is specified in the LMS and in the DOTD Training Requirements Catalog.

c. The required due dates for the same STP will not be changed by the LMS. If another STP is assigned, the LMS will assign the new STP and due dates will be based on the personnel action date.

(2) Promoting or reallocating into a position with a different STP assignment:

a. All training up to and including that of their current job title in the STP should be complete, even if due dates indicate that the employee has more time to complete their required training. Exceptions may be made if the incomplete training is not required or is required at a higher level in the new STP.

b. The LMS will assign the new STP with a due date based on the personnel action date. If the new job title is above ET1, the due date will be accelerated according to the chart in section 3.D(5). If incomplete, the previous STP will be removed.

C. Lateral Transfers:

(1) To transfer to a job title assigned to the same STP:

a. The due date of the STP will remain the same.

(2) To transfer into a job title with a different STP:

a. The LMS will assign the new STP with a due date based on the personnel action date. If the new job title is above ET1, the due date will be accelerated according to the chart in section 3.D(5). If incomplete, the previous STP will be removed..

D. Voluntary Demotions:

(1) If currently in the Engineering Technician job series:

a. Any "grandfather" status is forfeited.

b. The employee will be required to meet all training in the STP up to and including the new job title within two years of the demotion.

c. The employee must complete all required training for the new job title, regardless of due date, to be eligible for promotion or reallocation in a CPG.

(2) If not currently employed in the Engineering Technician job series:
The employee may enter the series in probationary status and will be required to complete training on the same schedule as a new hire.

OR

a. The employee should have successfully completed the following courses prior to the personnel action:

DOTD STP Standard Specifications - Self-Study
AND
DOTD STP Math Construction Part 1 - Self-Study
OR
DOTD STP Math Loc/Design Basic Math - Self-Study

5. ADDITIONAL INFORMATION

Training information for specific job titles and work locations is available in the LMS or in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

APPENDIX C
Maintenance Personnel Training
Updated 11/04/26

1. PURPOSE

This appendix establishes policy for the mandatory technical, supervisory skills training, and certification requirements for DOTD maintenance employees.

2. PROGRAM IMPLEMENTATION

This Program was initially implemented on March 1, 1994. Employees in all jobs classified as maintenance were required to complete their assigned training. Significant revisions, including ATSSA certifications for District Sign Specialists were implemented in July 2015.

3. TRAINING REQUIREMENTS

A. Employees in Supervisory Job Titles: Employees in job titles designated as "Supervisory" by SCS are required to complete all supervisory training as specified in Appendices G and H.

B. Structured Training Programs: Maintenance personnel STPs and due dates are assigned in the LMS. The "Safety" section of the training program must be completed within 90 days of assignment to the STP. Supervisors may set earlier deadlines for some or all training as needed.

C. Equipment Operator Certification Program (EOCP): Supervisors must designate which equipment an employee needs training on and ensure the required training is completed before the employee operates the equipment. Periodic audits of operator hours and lack of assigned training will be performed and may result in required training being assigned to employees. Supervisors must review the assignment checklist periodically, at a minimum when conducting CPM sessions.

D. Courses that expire must be repeated or the assigned refresher course taken to maintain "In Compliance" status.

E. Additional training that is uniquely required for an employee's job title or job assignments may also be assigned.

F. Training information for specific job titles is available in the DOTD Training Requirements Catalog. These training requirements are automatically assigned to employees in the LMS.

4. PERSONNEL ACTIONS AND TRAINING

A. Employees must have an overall status of "In Compliance" to be eligible for certain personnel actions.

B. Employees must be complete in all training up to and including

requirements for their current job title in the STP, even if due dates indicate that the employee has more time to complete their required training. Exceptions may be made if the incomplete training is not required or is required at a higher level in their new STP.

C. EOCP Equipment Training may be reviewed separately. EOCP courses appear in the Training Needs if the employee has been assigned to the Curriculum. Employees should have been assigned the curriculum for any equipment they have operated.
   i. WBTs should not be "missing" when the ESA or Part 1 is complete.
   ii. The ESA or Part 1 and any WBTs must be complete if the employee has more than 8 hours of usage in the past year in the EOCP Group.
   iii. Expired EOCP Part 2s should not be held against an employee who has not operated the equipment since the Part 2 expired.

APPENDIX D
ENGINEER INTERN TRAINING

1. PURPOSE

This appendix establishes policy for the training requirements assigned to DOTD Engineer Intern (EI) job titles and specifies procedures Appointing Authorities will follow in the administration of this Program.

2. PROGRAM IMPLEMENTATION

This Program was initially implemented on March 1, 2004. Engineer Interns hired before this date were not required to complete this Program.

3. PROCEDURES

Appointing Authorities will inform new EIs about their training requirements and the penalties for "Non-Compliant" status. EIs hired on a job appointment will also be assigned to complete the training requirements.

4. TRAINING REQUIREMENTS

A. Structured Training Program: *DOTD Program - Engineer Interns*
This program has a due date of one year and must be completed before an Engineer Intern is eligible for permanent status.

B. Leadership Development: see Appendix A. Not required for permanent status.
DOTD Leadership Development Program Level 1 – Entry. Required in two years.

5. PERSONNEL ACTIONS AND TRAINING

EIs must be "In Compliance" with all assigned training to be eligible for certain personnel actions. Training in 4.A. above must be complete to be eligible for permanent status.

APPENDIX E
SPECIALTY AREAS, AUTHORIZATIONS, AND CERTIFICATIONS

1. PURPOSE

This appendix establishes policy for the Specialty Areas, Authorizations, and Certifications required for Engineering Technicians (ETs) and Construction Inspectors in District Construction Units, District Laboratories, and District Training Offices. The purpose of this Appendix is to define these items and the relationship to the job titles that require them.

2. APPENDIX IMPLEMENTATION

The Engineering Technician Program was implemented on October 1, 2002, and the requirements for this Program are explained in Appendix B. This Appendix, established in the March 2024 revision of PPM 59, identifies all Specialty Areas, Authorizations, and Certifications and the methodologies of how they are assigned to job titles in specific units.

3. TRAINING PROGRAMS, CURRICULA AND ITEMS

Training requirements for the items below are defined in the LMS and detailed in the DOTD Training Requirements Catalog posted on the DOTD Intranet. STPs may specify the requirement for "Specialty Areas" and "Certifications", but the specific ones required will be assigned on an individual basis by the supervisor.

A. SPECIALTY AREAS

Specialty Areas are Programs comprised of specific courses and a specialty area exam. Once an employee successfully completes one of these Programs, LTRC will award credit in the LMS for an item that begins with *DOTD-AREA*.

Employees who completed a Specialty Area Program in the old LMS were not assigned to the Specialty Area Program in the new LMS, but were given credit for the *DOTD-AREA*.

(1) *DOTD-AREA Embankment and Base Course*
(2) *DOTD-AREA ACM Paving*
(3) *DOTD-AREA ACM Plant Technician*
(4) *DOTD-AREA ACM Plant Inspection*
(5) *DOTD-AREA PCC Paving*
(6) *DOTD-AREA PCC Plant*
(7) *DOTD-AREA Structural Concrete*

B. AUTHORIZATIONS

Authorizations require successful completion of specific courses and a performance evaluation to receive credit. Authorizations do not expire.

(1) *DOTD-AUTH Aggregate Tester*
(2) *DOTD-AUTH District Lab Operations*
(3) *DOTD-AUTH ACM Plant Technician*
(4) *DOTD-AUTH Nuclear Density*
(5) *DOTD-AUTH PCC Field Tester*

C. CERTIFICATIONS

A specialty area, field experience, and a successful performance evaluation are required to obtain a certification. Certifications are valid for five years, and employees who successfully complete certifications are placed in an LMS curriculum to ensure the certification renewal process is an element of their training requirements.

(1) *DOTD-CERT Embankment and Base Course - expires 5 years*
(2) *DOTD-CERT ACM Paving - expires 5 years*
(3) *DOTD-CERT ACM Plant - expires 5 years*
(4) *DOTD-CERT PCC Paving – expires 5 years*
(5) *DOTD-CERT PCC Plant - expires 5 years*
(6) *DOTD-CERT Structural Concrete - expires 5 years*

4. TRAINING REQUIREMENTS

The DOTD Construction and Certification Committee establishes policies, training requirements, and timelines that govern Construction Specialty Areas, Authorizations, and Certifications. The DOTD Administrative Manual for Inspector/Technician Training and Certification is available on the LTRC Intranet page and provides specific information for this training Program. Additional training information for specific job titles is available in the LMS or in the DOTD Training Requirements Catalog.

5. PROCEDURES

A. LMS credit for courses with titles that begin with any of the following will be entered by LTRC staff only:

(1) DOTD STX...
(2) DOTD-AREA...
(3) DOTD-AUTH...
(4) DOTD-CERT...

B. If new training standards are required for any item in Section 3 of this Appendix, an employee who has already completed a Specialty Area, Authorization, or Certification may be required to complete the new training to meet current requirements. If the employee fails to complete the new training standards by the date required, the credit for the Specialty Area, Authorization, or Certification may be revoked.

C. Before personnel actions can take place, employees must successfully complete the designated number of specialty areas and certifications required for eligibility to advance in the job series. Employees who transfer from an STP that does not require specialty areas or certifications to an STP that does will be assigned due dates for specialty areas and certifications as if they are a new hire.

D. The order for specialty area training assignments is made at the discretion of the supervisor, and the supervisor may approve training for more than one specialty area at a time.

E. When requested by the supervisor, the District Training Coordinator or LTRC Staff will subscribe an employee to the appropriate Program for the specialty area.

F. Credit for the DOTD-AREA... is required before the employee is eligible to pursue the requirements to obtain a certification in that area.

G. Employees must maintain all valid certifications required by their job title and STP to remain "In Compliance". Certifications expire after five years and are renewed by successfully completing a recertification exam. Certifications are revoked if an employee fails to complete additional required training in the time allocated or if an employee violates DOTD policy.

H. Employees who fail to attain and maintain the required Certifications are subject to Involuntary Demotion or Dismissal in accordance with Secretary's Policy and Procedure Memorandum No. 26, No. 29, and Chapter 12 of the SCS Rules.

I. If an employee is no longer required to maintain a specific certification, the district must request that the LTRC Construction and Materials Program Manager remove the curriculum assignment from the employee in the LMS. The employee must still maintain the number of Certifications required for their current job title.

6. PERSONNEL ACTIONS AND TRAINING

A manual check must be made for specific Specialty Areas and Certifications to determine if an employee is eligible for certain personnel action.

APPENDIX F
ADMINISTRATIVE COORDINATOR AND ASSISTANT TRAINING

1. PURPOSE

This appendix establishes policy for the training requirements assigned to employees who are in the job titles of Administrative Coordinator or Administrative Assistant.

2. PROGRAM IMPLEMENTATION

The Program was initially implemented on October 15, 2015. Administrative Assistant 6 positions were not assigned to the STP but were required to complete PC training. Incumbents in all other classifications were given three years from the date of implementation of the Program to meet the training requirements at and below the level of their current job title. No grandfathering was allowed.

3. TRAINING REQUIREMENTS

Information for courses required in the Programs are specified in the LMS and are available in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

A. Structured Training Program: Based on the job title and job location, the LMS will automatically assign employees to one of the Structured Training Programs below. The assigned Program is to be completed within three years of first assignment.

(1) *DOTD Program-Admin Assistants and HQ Admin Coordinators*
(2) *DOTD Program-Admin Coordinators in Districts and Operations Sections*

B. PC Computer Training Program is required of all Administrative Assistants and Coordinators within three years from their original appointment in the job series.

(1) *DOTD PC Computer Program - Admin Coordinators/Admin Assistants*

4. PERSONNEL ACTIONS AND TRAINING

Employees must be "In Compliance" to be eligible for certain personnel actions. Completion of the training Programs prior to the personnel action is not required provided that the employee's status is "In Compliance."

APPENDIX G
STATE AND AGENCY MANDATED TRAINING

1. PURPOSE

This appendix establishes policy for mandatory training assigned to all employees by DOTD Section 16 (Human Resources). It will also reference any courses that are statutorily mandated.

2. TRAINING REQUIRED BY STATE OR FEDERAL LAW

Courses must be completed by their due date assigned in the LMS. If a course expires, it must be retaken before its expiration date to maintain "In Compliance" status. Supervisors are required to complete both the Employee and Supervisor versions of the courses.

A. *DOTD HR Substance Abuse All Employees – Expires 3 years*

B. *DOTD HR Substance Abuse Supervisors – Expires 3 years*

C. *DOTD HR Cybersecurity Awareness*

D. *SCS CPTP CPM Basics*

E. *DOTD yyyy Ethics – La Board of Ethics (*Each calendar year)

F. *DOTD yyyy Preventing Sexual Harassment for All Employees* (Each calendar year)

G. *DOTD yyyy Preventing Sexual Harassment – Supervisors* (Each calendar year)

3. HUMAN RESOURCES TRAINING REQUIRED BY DOTD POLICY

The following courses are required as specified in the referenced Secretary's Policy and Procedure Memoranda (PPMs).

A. *DOTD HR Orientation for New Employees (PPM 22)*

B. *DOTD HR New Supervisor Orientation (PPM 22)*

C. *DOTD HR Selecting the Best (PPM 33)*

D. *DOTD HR Interview Panel Member Training (PPM 33)*

E. *DOTD HR Workplace Violence All Employees – Expires 3 years (PPM 53)*

F. *DOTD HR Workplace Violence Supervisors – Expires 3 years (PPM 53)*

4. COURSE ASSIGNMENTS AND COMPLIANCE

Required courses are automatically assigned to employees in the LMS. Employees must complete the training by the due date and repeat courses as they expire to maintain "In Compliance" status. Supervisors are responsible for ensuring that employees complete all required training.

5. NON-MANDATORY HR TRAINING COURSES

The Human Resources Section (HR) may offer other courses for both supervisory and non-supervisory personnel as needed. These courses will be announced on the HR Training tab of the DOTD Intranet HR homepage or through other electronic channels. Employees can take web-based courses or register for instructor-led courses through the LMS. Requests for additional courses should be directed to the DOTD HR Training Specialist.

6. ADDITIONAL INFORMATION

Required courses will also be listed in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

Any questions regarding the Human Resources training requirements should be directed to the Human Resources Training Specialist.

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SUBJECT: Workforce Development Page 25

APPENDIX H
CIVIL SERVICE SUPERVISORY TRAINING
Updated 11/4/26

1. PURPOSE

As specified in State Civil Service Rules Chapter 25, the Department of State Civil Service (SCS) shall develop and conduct continuing Programs of in-service training and education through the Comprehensive Public Training Program (CPTP). SCS has designated mandatory training for classified employees who occupy designated supervisory, managerial, or administrative jobs.

2. PROGRAM IMPLEMENTATION

DOTD began complying with the SCS Supervisory Training Requirements on July 1, 2012 when the DOTD Management Development Program replaced the DOTD Leadership Program, which had substituted for the SCS required training. In January of 2015, SCS made significant revisions to their Program, and employees who had not completed the old requirements by July of 2015 were required to complete the new program. With the launch of the new LMS in January of 2023, these Programs were restructured. Employees who had already completed previous Programs were not required to take the new versions. In July 2026, CPTP introduced a new Supervisory program called "SCS CPTP Leadership Journey - Mandatory Supervisory Training Requirements" and any supervisor who had not completed their required SCS Supervisory Group Training program was assigned to the new program. Going forward, only "new" supervisors will be assigned to the program.

3. TRAINING REQUIREMENTS

Course requirements are listed in the LMS and the DOTD Training Requirements Catalog and required training is assigned to the employee in SuccessFactors. Employees are responsible for completing the required web-based training, and scheduling and completing instructor-led courses by the assigned due dates. The status of any required SCS CPTP Supervisory training will affect an employee's overall DOTD Training Status. If an employee cannot attend a scheduled Instructor-led course, the course should be canceled at least five working days in advance.

A. Leadership Journey program

This program will be assigned to new supervisors. The SCS Leadership Journey program has two sections. Each consists of web-based courses and two Instructor-led courses which will be offered both in-person or virtually. The web-based training in a section should be completed before attending the Instructor-led trainings. The entire program must be completed in 18 months from assignment, with the first section being completed within the first 9 months of assignment. Course requirements are listed in the LMS and the DOTD Training Requirements Catalog, both of which are available on the DOTD Intranet.

B. Supervisory Continuing Education

Continuing education is required of supervisors whose job is in CPTP Supervisory Group 1 or 2 and who have completed their required Supervisory training.

Course name: *SCS CPTP Continuing Education yyyy*

(1) If required for the employee, it will be assigned in the LMS with a due date near the end of the current calendar year. Assignments are made at the beginning of a calendar year for employees who previously have completed their CPTP Supervisory program.

(2) At the beginning of each year, CPTP will publish a list of courses that qualify for continuing education that year. Completing one of those courses during the year will satisfy the continuing education requirement for that year. Employees who do not complete the assigned continuing education requirement for the year will be given a training status for the rating period of "Non-Compliant."

4. PERSONNEL ACTIONS

Supervisors must be "In Compliance" to be eligible for certain personnel actions. The required training does not have to be complete as long as it is not past due. Employees appointed to a "detail" that is a supervisory job will be assigned the relevant training.

APPENDIX I
WEIGHTS AND ENFORCEMENT TRAINING

1. PURPOSE

This appendix establishes the training required of employees in the Weights and Enforcement job titles at DOTD. Weights and Enforcement personnel were established at DOTD effective July 1, 2022.

2. TRAINING REQUIREMENTS

Refer to DOTD Police General Order #320 for training requirements.

APPENDIX J
LOSS PREVENTION TRAINING

1. PURPOSE

This appendix establishes policy for the training required by and monitored by DOTD Loss Prevention (Section 50). Loss Prevention (LP) courses may be required by federal or state regulatory agencies, the Louisiana Office of Risk Management, or by DOTD.

2. GENERAL TRAINING REQUIREMENTS

Courses may be required of all employees or assigned based on job code, job location, or job duties. New employees are expected to complete the required training within 30 days of employment. Assignment to required courses will be made in the LMS. If the course title indicates the course expires, it must be repeated or a refresher taken so that a current record always exists. Missing or expired courses will result in an employee being "Non-Compliant".

3. COURSES REQUIRED OF ALL EMPLOYEES

Except for the initial period of thirty days following employment, an employee must always have a valid training record for the courses below and retake before expiration to remain "In Compliance."

A. *DOTD LP Bloodborne Pathogens WBT - Expires 5 years*

B. *DOTD LP Defensive Driving WBT - Expires 3 years*
Note: For employees who cannot drive or cannot drive state vehicles, a wavier credit for the course may be given with a comment that the employee does not drive.

C. *DOTD LP Hazardous Materials...* a "Full" version or an abbreviated "Labels-Symbols" version is required of all employees. The version required is based on job code or job location and is assigned in the LMS. Some employees will be required to take an annual refresher course.

D. *DOTD LP Office Safety* one-time web-based course

4. COURSES REQUIRED BASED ON JOB CODE OR LOCATION

Loss Prevention will require other LP courses based on job title or job location. Assignments to employees will be made in the LMS and will affect the employee's overall training status. The DOTD Training Requirements Catalog posted on the DOTD Intranet will provide more information on these requirements.

APPENDIX K
EMERGENCY OPERATIONS TRAINING

1. PURPOSE

This appendix specifies the training required for employees participating in emergency operations. All questions regarding training and operational requirements should be directed to the DOTD Emergency Operations personnel in Section 55.

2. EMERGENCY OPERATIONS TRAINING

The Department of Homeland Security/Federal Emergency Management Agency's (DHS/FEMA) National Incident Management System (NIMS) training provides personnel with the knowledge, skills, and abilities needed to perform key tasks required during natural or man-made disasters. Certain positions within DOTD are required to respond in emergency situations. Employees must complete the training required of their position. This training must be completed before employees will be allowed to work in an emergency situation.

APPENDIX L
TRAINING FOR HUMAN RESOURCES PROFESSIONALS

1. PURPOSE

This appendix establishes policy for training requirements assigned to employees who occupy any State Civil Service (SCS) job title in the Human Resources (HR) series of job titles.

2. PROGRAM IMPLEMENTATION

This Program was initially implemented on July 1, 2025.

3. PROCEDURES

Employees in Human Resource job titles in any section or district at DOTD will be automatically assigned by the LMS to the Training Requirements listed below.

4. TRAINING REQUIREMENTS

A. Structured Training Program: *DOTD Program – Human Resources Professionals*
This program has a due date of two years from assignment.

B. Leadership Development: see Appendix A.

C. SCS Supervisory Programs: for those in Supervisory or Managerial titles.
See Appendix H.

5. PERSONNEL ACTIONS AND TRAINING

An employee must be "in Compliance" with all assigned training to be eligible for certain personnel actions. It is not necessary for a program to be complete, but it must not be past due.