

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4539-25

**CATEGORY:** Human Resources

**CONTENT:** Training Policy

**APPLICABILITY:** This policy applies to classified and unclassified employees in the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) regarding mandatory training.

Policy also addresses employees who hold licenses and certificates that must remain current and active to meet job and professional requirements; and classified employees' job titles included in the Civil Service lists of Supervisory Groups.

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**INQUIRIES TO:** Human Resources Administration  
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**Note: Approval signatures/titles are on the last page**

## **LSU HEALTH CARE SERVICES DIVISION TRAINING POLICY AND PROCEDURES**

### **I. POLICY STATEMENT**

It is the policy of the LSU Health Care Services Division (HCSD) to provide employees with educational opportunities that comply with the requirements of professional and regulatory agencies; requirements of Civil Service mandatory training requirements; Health Care Services Division policies/procedures; LSU Systems office; and applicable state and federal rules and regulations.

Note 1: For purposes of this policy, mandatory training is not limited to training required by Civil Service rules for classified employees, but any and all training required by HCSD or other governing bodies.

Note 2: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

### **II. IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

### **III. GENERAL PROVISIONS**

- A. Employees are required to have and maintain a knowledge and skill level sufficient to meet job requirements.
- B. Employees are responsible for completing all assignments by designated deadlines. Failure to do so may result in delay or withholding of salary adjustments, promotions, etc.
- C. Some employees are mandated by their professional regulatory organizations to complete a specified number of continuing education units. Employees are expected to comply with all professional mandates.
- D. In accordance with Civil Service Rules and HCSD policy, some classified employees are required to complete specific supervisory training courses. Employees are given a completion date to comply. Civil Service Rules and HCSD policy mandate minimal training based on job title and supervisory responsibilities. Three Supervisory Groups have been identified: Supervisory Groups 1, 2, and 3. All affected employees shall be expected to comply with this training and training deadlines. Please refer to Chapter 25 of the Civil Service Handbook for detailed instructions/procedures.

- E. HCSD has the authority to require training when it perceives that the training helps to develop its workforce and prepare its employees to meet present and future system wide needs. (i.e. quarterly safety meetings; patient safety; building security; compliance; The Joint Commission; OSHA; Centers for Medicare and Medicaid Services (CMS), etc.)
- F. Classified Employees: Supervisory personnel are required to communicate job performance expectations regarding training requirements to the classified employees they supervise (CPM Planning Sessions and throughout rating periods), continually evaluate the employees they supervise to ensure employees are completing training requirements before deadlines, and document completion on the appropriate Comprehensive Performance Management (CPM) form. Refer to HCSD Policy #4533, Comprehensive Performance Management for Classified Employees.
- G. Unclassified Employees: Supervisory personnel are required to communicate job performance expectations regarding training requirements and continually evaluate the unclassified employees they supervise to ensure employees are completing training requirements before established deadlines.

#### **IV. CONSEQUENCES FOR NON-COMPLIANCE WITH ALL TRAINING**

##### **A. Classified Employees**

- 1) Eligibility for market adjustment increase shall be withheld until employee complies with mandatory/required training requirements. This includes repeated missed deadlines to complete assignments during the rating performance year (January – December).
- 2) Market adjustment may be granted on the date training requirements are fulfilled, once verification of completion is received. However, the market adjustment shall not be retroactive. Market adjustments may also be delayed based on repeated missed deadlines to complete assignments during the rating performance year (January – December).
- 3) Employees who have not met the training requirements in compliance with policy may also be reviewed for disciplinary action in accordance with Civil Service Rules up to and including dismissal.

##### **B. Unclassified Employees**

- 1) Eligibility for annual salary adjustment shall be withheld until an employee complies with all training requirements. This includes repeated missed deadlines to complete assignments during the rating performance year (January - December.)

- 2) Annual salary adjustments may be granted on the date training requirements are fulfilled, once verification of completion is received. Salary adjustments may also be delayed based on repeated missed deadlines to complete assignments during the rating performance year (January – December). The salary adjustment shall not be retroactive.
  - 3) Employees who have not met the training requirements in compliance with policy may also be reviewed for disciplinary action in accordance with HCSD procedures up to and including dismissal.
- C. Extenuating circumstances will be taken into consideration for the non-completion of training assignments.

## V. **RESPONSIBILITIES**

- A. Lallie Kemp Human Resources Director/Designee shall designate an individual within the organization who is granted authority and responsibility for directing employees to the appropriate courses for the employee's job in those instances where choices are allowed within the required training. This person shall be designated the CPTP Coordinator. Human Resources shall make written notification to the Department of State Civil Service stating the name, business address, business phone number and e-mail address of the individual designated for this responsibility.

Human Resources shall continually monitor personnel actions to identify employees who are affected by this policy, and provide the CPTP Coordinator with current lists of names of employees required to complete this training.

Human Resources is responsible for implementing internal procedures to inform supervisors/managers of non-compliance of employees and implementing consequences in accordance with this policy.

- B. The CPTP Coordinator is responsible for monitoring all CS mandated Minimum Supervisory Training. The CPTP Coordinator shall make the required CS supervisory training known to all employees in an affected job title, provide employees with periodic progress reports of courses completed, assist employees to choose classes that are likely to meet their current learning needs as well as prepare them for future supervisory positions, teach employees how to access the Civil Service Minimum Supervisory Training web site, and provide assistance, as needed, to employees in scheduling classes.

The CPTP Coordinator shall track employee compliance and provide periodic reports in accordance with established Hospital Human Resources procedures to the agency's Human Resources Director/Designee.

C. Education/training mandated by professional regulatory organizations

1. Employees who hold licenses, certifications, etc., which require evidence of continuing education to remain current and active status are expected to comply with the mandated continuing education requirements.
2. Supervisors must verify that required licenses and certifications are current and active status, and ensure that employees whose licenses and certifications are not current/active are not allowed to work.
3. Lallie Kemp Medical Center Human Resources Director/Designee are expected to provide information and support to supervisors, and ensure that employees whose licenses/certificates are not current/active are not allowed to work.

D. Civil Service Minimum Supervisory Training

1. Classified employees are responsible for scheduling, attending, and for cancelling their own classes, and completing all CS Minimum Supervisory Training within the guidelines/deadlines outlined by Civil Service.
2. Unclassified employees are not under the jurisdiction of Civil Service. An unclassified employee's supervisor may require the employee to complete supervisory training provided by Civil Service or other training the supervisor believes will help develop the employee. Unclassified employees are responsible for scheduling any classes that they are required to take by their supervisor.
3. Supervisors are responsible for ensuring that employees in each Supervisory Group are granted reasonable periods of time to obtain the required training. Supervisors shall include compliance/non-compliance with all required training on the PES evaluation.

E. General Training

HCSD has the authority to require classified and unclassified employees to complete any training that it perceives to be beneficial to employee performance and beneficial to the organization.

1. Employees are responsible for completing all training within the timelines set by the organization, and providing documentation of completion of the training if requested by their supervisors.
2. Supervisors are responsible for granting reasonable periods of time for employees to complete the training, monitoring training, and recording completion/non-completion on the employee's PES evaluation.

F. Web based Training

HCSD subscribes to Elsevier: MC Strategies as its Learning Management System (LMS) also known as WILMA. Mosby Skills content is integrated in this LMS. Clinical and non-clinical content is available via this LMS. HCSD believes that web based learning supports the concept of distance learning, encourages continued learning, promotes computer literacy, provides employees with the most current and updated content, promotes point of care learning, enhances interactive and collaborative learning, and contributes significantly to safe patient care.

1. Employees are responsible for completing all assigned lessons via the HCSD LMS, also known as WILMA and the Civil Service web based learning system known as LEO within the time lines prescribed. All assigned lessons are expected to be completed while the employee is “on the clock”. In addition to content being assigned to employees, educational content is available to employees for self-enrollment.
2. LKMC Training Educator and/or Human Resources Department are responsible for orienting all employees, and all LMS administrators (i.e: department managers, etc) to WILMA and LEO, and continuing to be resources to employees.

LKMC Training Educator will help to assess learning needs of employees based on agency, department, patient, and individual learner needs and provide reports upon request.

3. Supervisors are responsible for ensuring that employees are granted reasonable periods of time while they are “on the clock” to work on or complete mandated/assigned lessons. Supervisors shall not require employees to work on or complete mandated/assigned lessons while they are off duty. Supervisors shall include compliance/non-compliance with all web-based training on the PES Planning/Evaluation document.

**VI. EXCEPTIONS TO TRAINING REQUIREMENTS**

- A. Exception to the required Civil Service Minimum Supervisory Training for classified employees
  1. Civil Service does allow substitutions for some of the required supervisory courses and supervisory groups. Please refer to Chapter 25 of the Civil Service Handbook.
  2. Individual Employee Exceptions - A classified employee may apply to the State Civil Service Training and Workforce Development Division for approval of a substitution of education, experience, and other training for

CPTP courses. The employee should direct this request through the Hospital CPTP Coordinator for submittal to Civil Service.

- B. The HCSD CEO or designee may waive, suspend, change, or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or other governing body regulations.

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