

ATTENDANCE AND PAYROLL

May 13-18, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 20, 2007

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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*Mission Statement
Training Office*

The mission of the Training Office is to improve organizational and individual performance through consulting, collaboration, training and development.

TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)

Joanne Danielson Academy Coordinator

Chuck Combs..... Training Specialist

Dave Galanti Training Specialist

Sara Skinner Training Specialist

Michelle Gardner..... Cadet Training Officer

Connie Breakfield..... Cadet Training Officer

Pat Bost Assistant Program Coordinator

Pamela Yaeger Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Bill Spencer Assistant Program Coordinator

Summer Kincaid..... Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from Monterey Airport.
4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please contact either Asilomar staff upon check in, or Training Center staff upon your arrival, for instructions on arranging a transport.

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the**

Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational

institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

15. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950

22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
23. FAX: The Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at Mott Training Center, the following checklist is provided.

- Lodging for participants who reside outside of the Monterey/Pacific Grove area will be provided by the Training Center at the Sea Breeze Inn and Cottages, 1101 Lighthouse Avenue, Pacific Grove, California. Upon arrival, participants should first check in at the main desk of the Asilomar Conference Grounds to receive meal tickets and instructions on how to reach the Sea Breeze Inn. Securing lodging at another location will be at participant's own expense.**

If you need to cancel or change your reservation, you must contact Pat Bost at the Mott Training Center, 831-649-7126. DO NOT CALL THE HOTEL.

- Be sure you have read and understand the Attendance and Payroll Group 4 Program Syllabus prior to the first scheduled session.
- Arrange your travel through your District/Section Office.
- Bring the following with you to training:
 - Attendance and Payroll Group 4 Program Syllabus
 - Professional business attire (uniforms are not required for this program)
 - Pens and pencils
 - Pre-training Assignment materials

If you have questions or need assistance, contact Dave Galanti, Program Coordinator:

Phone: 916-319-9659
Fax: 916-319-9656
Email: dgalanti@parks.ca.gov

PRE-TRAINING ASSIGNMENT

To the participant:

On the first day of class, please bring copies of five (5) hourly **and** full-time/fractional time sheets that are challenging for you. Please black out any identifying information or signatures as you will be sharing these time sheets with the class.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

PERSONNEL TRAINING – ATTENDANCE AND PAYROLL GROUP 4
May 13-18, 2007

Sunday

May 13

1300-

Check-in at Asilomar Conference Center
(*out-of-town participants only*)

Lodging is provided at Sea Breeze Inn and Cottages
1101 Lighthouse Avenue, Pacific Grove, CA

Monday

May 14

Please note that training begins at 1300 (1:00 p.m.) on Monday, May 14!

1300-1310	Welcome to Training	Skinner
1310-1330	Introductions and Overview	Welch/Yowell
1330-1530	Certifications/DPR 81	Ortiz
1530-1700	HRIS Training	Kershaw

Tuesday

May 15

0800-0900	Terminology/Control Agencies	Welch/Yowell
0900-1000	Responsibilities	Welch/Yowell
1000-1200	Types of Appointments	Welch/Yowell
	Hire Forms	Welch/Yowell
	NOPA	Welch/Yowell
	Leave Cards	Welch/Yowell
1200-1300	<i>Lunch</i>	
1300-1330	Timesheets	Welch/Yowell
1330-1700	Cutoff Documents	Welch/Yowell
	Dock	Welch/Yowell
	Documenting Leave Credits	Welch/Yowell
	Differentials	Welch/Yowell

Wednesday

May 16

0800-1100	Positive Pay Exercises	Welch/Yowell
1100-1200	Negative Pay Exercises	Welch/Yowell
1200-1300	<i>Lunch</i>	

PERSONNEL TRAINING – ATTENDANCE AND PAYROLL GROUP 4
May 13-18, 2007

Wednesday

May 16

1300-1500	Negative Pay Exercises	Welch/Yowell
1500-1700	OPF Files	Welch/Yowell
	Probation Reports/ADP	Welch/Yowell
	SISA's/MSA's	Welch/Yowell
	Range Change	Welch/Yowell
	Decentralize Calendars	Welch/Yowell
	Permanent Intermittent Extensions	Welch/Yowell
	Uniform Allowance	Welch/Yowell
	Salary Advances	Welch/Yowell

Thursday

May 17

0800-1000	Separations	Welch/Yowell
1000-1100	Processing a Death	Welch/Yowell
1100-1200	Appendices	Welch/Yowell
1200-1300	<i>Lunch</i>	
1300-1400	EAP	Edwards
1400-1700	Benefits	Beauregard/ Rose

Friday

May 18

0800-1000	Benefits	Beauregard/ Rose
1000-1100	Worker's Compensation	Fox/Matthews
1100-1200	Evaluation	Skinner
1200-	<i>Departure</i>	

PERSONNEL TRAINING - ATTENDANCE AND PAYROLL

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
Introduction and Orientation	0.5 hours
Defining Timekeeping.....	0.5 hours
Human Resource and Information System (HRIS) Process.....	1.5 hours
Responsibilities	2.0 hours
Types of Appointments and Hiring Process	4.0 hours
Completion of Employee Time Report.....	7.0 hours
Reporting Leave Without Pay (DOCK)	2.0 hours
Differentials	1.5 hours
Adverse Actions and Separations	4.0 hours
Miscellaneous Actions.....	1.0 hours
Benefits	<u>8.0 hours</u>
TOTAL	32.0 hours

PERSONNEL TRAINING - ATTENDANCE AND PAYROLL

TIMEKEEPING AND TIMEKEEPING RESPONSIBILITIES

Purpose: To develop clearer understandings of standard timekeeping procedures and processes.

Performance Objectives: By the close of the training the participants will be able to:

1. Describe and recognize DPR rules and regulations pertaining to timekeeping;
2. Apply and employ DPR's leave accounting system;
3. Define and repeat key roles and responsibilities over all individuals involved in DPR's attendance process; and
4. Correctly restate the necessary functions of timekeepers at DPR.

HUMAN RESOURCE AND INFORMATION SYSTEM (HRIS) PROCESSES

Purpose: To develop clearer understandings of how HRIS works and HRIS' impact upon personnel processes.

Performance Objectives: By the close of the training participants will be able to:

1. Improve their ability to navigate the HRIS system;
2. Demonstrate an ability to obtain reports and leave balance information; and
3. Correctly post Employee Time Reports (DPR 921).

TYPES OF APPOINTMENTS AND HIRING PROCESSES

Purpose: To develop clearer understandings DPR hiring processes and the types of appointments commonly used within the Department.

Performance Objectives: By the close of the training participants will be able to:

1. List and repeat the types of appointments commonly used within DPR;
2. Recognize and apply processes to complete appointment packages and DPR 81 forms; and
3. Interpret a NOPA in accordance with DPR procedures.

COMPLETION OF EMPLOYEE TIME REPORT (DPR 921)

Purpose: To learn to correctly complete the Employee Time Report (DPR 921).

Performance Objectives: By the close of the training, participants will be able to:

1. Correctly complete an Employee Time Report.

REPORTING LEAVE WITHOUT PAY (DOCK)

Purpose: To learn to identify and timely report DOCK.

Performance Objectives: By the close of the training, participants will be able to:

1. Recognize the importance of “cutoff”;
2. Recognize when “dock” exists; and
3. Correctly prepare and submit the Absences Without Pay report.

DIFFERENTIALS

Purpose: To gain a more complete understanding of Differentials.

Performance Objectives: By the close of the training, participants will be able to:

1. Describe and discuss the concept of differentials; and
2. Identify and explain the processes used by DPR to ensure that employees who are entitled to differentials receive payment.

ADVERSE ACTIONS

Purpose: To understand the impact of Adverse Actions on payroll.

Performance Objectives: By the close of the training, participants will be able to:

1. Demonstrate and practice the ability to timely report Adverse Actions to the personnel specialist.

MISCELLANEOUS ACTIONS

Purpose: To gain an understanding of various types of payroll actions.

Performance Objectives: By the close of the training, participants will be able to:

1. Employ and complete Probation Reports;
2. Identify when a SISA is due and correctly complete the form;
3. Identify when a MSA is due and correctly complete the form; and

4. Identify when a Range Change is due and correctly complete the form.

SEPARATIONS

Purpose: To gain an understanding of the various types of separations and the notification process.

Performance Objectives: By the close of the training, participants will be able to:

1. Identify and properly submit the paperwork for AB2410 Separations in a timely manner;
2. Identify and properly submit the paperwork for retirements in a timely manner; and
3. Repeat and explain the concept of retirements with Lump-Sum Deferrals.

BENEFITS

Purpose: To gain an understanding of the various types of benefits available for DPR employees.

Performance Objectives: At the end of this session, using the information and materials provided, timekeepers will be able to:

1. Better recognize their role in documenting and facilitating DPR employees' receiving the benefits to which they are entitled;
2. Define and repeat the range of benefits available to State employees and the resources in which to locate additional information;
3. Assist employees in completing and submitting benefits documents accurately and timely and know the consequence of error;
4. Record and list the various industrial and non-industrial disability benefits and be able to locate additional information and/or direct employees to the appropriate source;
5. Accurately document time used for various leaves, i.e, FMLA, NDI/ENDI, SDI, IDL, TD, Military Leave and Catastrophic Leave;
6. Define and repeat the certification required from employees when they apply for various benefits and leaves, such as doctor's statement, marriage/birth certificate, etc.; and
7. Record and list the importance of timely reporting to the Benefits Unit when an employee is taken off – or returns to – pay status and the consequences of late reporting.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

