

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Leadership Training	Page 1 of 3
	NUMBER: 39-TRN-14
RULE/CODE REFERENCE:	SUPERSEDES 39-TRN-14 dated 03/20/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: June 9, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard guidelines for leadership training for Ohio Department of Rehabilitation and Correction (DRC) employees.

III. APPLICABILITY

The policy applies to all Ohio Department of Rehabilitation and Correction exempt, full-time employees.

IV. DEFINITIONS

Exempt Employee - Any employee promoted from a bargaining unit to exempt position or who is hired from outside DRC to an exempt position.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to require all exempt employees to complete leadership training that facilitates personal and professional growth while building the organization's leadership capacity and succession planning opportunities.

VI. PROCEDURES

A. General Procedures for Leadership Training

1. Employees who are promoted to exempt status from a bargaining unit position or hired into the agency as an exempt employee serving a probationary period shall successfully complete the New Exempt Supervisor's training program within one (1) year

- of the promotion date if the employee was promoted to exempt status or within one (1) year of his/her start/hire date of employment if he/she is new to the agency.
2. Exempt employees who transfer into the DRC and do not have a probationary period shall complete the New Exempt Supervisor's training program within twelve (12) months upon transferring. Those with previous supervisory or management training may request a waiver as outlined in section VI.C of this policy.
 3. Exempt employees shall become eligible to register for the Correctional Management training program after having successfully completed the New Exempt Supervisor's training program. Those with previous management training may request a waiver as outlined in section VI.C of this policy.
 4. Exempt employees serving in an unclassified position on the Director's executive staff and unclassified institutional/division executive staff shall successfully complete the Executive Leadership training program. Those with previous leadership training may request a waiver as outlined in section VI.C of this policy. Other unclassified positions are recommended to attend; however, it is not required. Unclassified personnel exempted from this training requirement include attorneys, dentists, physicians, physician administrators and health planning administrators with a PSMQ of a nurse practitioner. Exempt health care advanced level providers who do not directly supervise staff shall not be required to complete New Exempt Supervisor's Training. Exempt health care advanced level providers who directly supervise staff shall complete New Exempt Supervisor's Training at the managing officer's discretion.

B. Prerequisites for Required Leadership Training Programs

1. New Exempt Supervisor's Training: Participants must complete said training program as outlined in section VI.A.1 & 2 above.
2. Correctional Management Training: Participants include exempt employees who have successfully completed the New Exempt Supervisor's training program.
3. Executive Leadership Training: Participants include exempt employees who have completed the Correctional Management training program and/or employees who are unclassified employees. Required unclassified employees shall complete this training within two (2) years of appointment or promotion. General criteria for participation for any exempt employee, to include unclassified employees, seeking enrollment in the program is as follows: the candidate shall be a pay range 12 or above; the candidate must have no active discipline; the candidate must have completed the Correctional Management training program or an equivalent training course.

C. Course Equivalencies and Exemptions

1. In the event an exempt employee has completed leadership training outside the programs provided by the DRC, consideration shall be given to determine the extent to which said programs are equivalent to the DRC's offerings.

2. The process by which an employee may seek to obtain an exemption from attending any of the required DRC leadership training programs shall include the following:
 - a. Complete the Leadership Course Waiver Request (DRC1108).
 - b. Provide copies of training records to support the exemption request. Copies shall include training agendas, certificates of completion, course transcripts to include dates of participation and description of program or individual modules (if the program has multiple sessions).
3. Exemptions for any of the DRC's leadership training program shall be recommended by the applicant's immediate supervisor and approved by the Corrections Training Academy (CTA) superintendent/designee.
 - a. Exemptions shall be granted if the completed training is found to be equivalent to the content of the DRC's programs.
 - b. The CTA superintendent/designee shall provide a written determination in response to the exemption request within thirty (30) calendar days upon receipt.
 - c. Appeals to the exemption request decision shall be made directly to the Managing Director of Organizational Development within thirty (30) calendar days upon receipt of the CTA superintendent's written determination.
4. In support of the DRC's efforts to provide opportunities for staff interested in developing their supervisory and management skills, elective skill building course offerings are available to both bargaining unit and exempt through CTA.
 - a. Available one-day workshops are listed within CTA's on-line course catalog.
 - b. A staff member may seek to register for elective supervisory/managerial skill building courses upon the approval of his/her supervisor.
 - c. Additional CTA in-service courses have been identified as containing information that reflects supervisory developmental competencies (SDC). Said designations are found within the CTA course catalog. Registration for these elective courses also requires a supervisor's approval.

Related Department Forms:

Leadership Course Waiver Request DRC1108