

Change Page

Section 3.6.a -- In-State Training

REVISION DATE	CHANGE NUMBER	CHANGE
3/23/2011	1	Click here for red letter version
12/29/1999	1	PURPOSE: Change "To ensure availability of funds to support training activities and conference attendance by Bureau of Health Services employees." to "To ensure minimal disruption of services and availability of funds to support training activities and conference attendance by Bureau of Health Services employees."
	2	<p>PROCEDURE, 1st paragraph, 1st thru 4th sentences: Change "To attend in-state training, the employee must obtain Section Chief/Regional Director approval and complete a Request for Out-of-State Travel Authority and Out-Service Training, FA-0633, and submit it to the Bureau Office for approval at least 30 calendar days prior to the training. This form must be <u>typed</u>. A brochure or letter from the training sponsor <u>must</u> be attached to this form. Additionally, a Commissioner-to-Commissioner Letter (Commissioner of Health to Commissioner of Personnel) must be submitted to include justification and information regarding associated expenses." to "To attend in-state "training activities," the employee must obtain Section Chief/Regional Director approval. If the employee, with Section Chief/Regional Director approval, is requesting state payment for any of the following:</p> <ol style="list-style-type: none"> 1. air travel, or; 2. lodging at a rate exceeding state guidelines for the area, or; 3. a registration fee, <p>the employee must complete a Request for Out-of-State Travel Authority and Out-Service Training, FA-0633. The FA-0633 must be submitted to the Bureau Office for approval <u>at least 30 calendar days</u> prior to the training. The FA-0633 form must be <u>typed</u>. A brochure or letter from the training sponsor <u>must be attached</u> to the FA-0633 form."</p>
	3	PROCEDURE, 3rd paragraph, 1st sentence: Change "if the training is changed, the employee must submit to the Bureau Office" to "if the training dates are changed, the employee must submit to the Bureau Office, Personnel Section,"
	4	PROCEDURE, 3rd paragraph, 2nd sentence: Delete

