I. INTRODUCTION

A. Purpose.

The Governmental Services Center (GSC) at Kentucky State University was developed to serve the government of the Commonwealth of Kentucky in a staff function assisting all agencies in providing programs that will increase productivity by developing the professional growth of employees.

B. Source of Funds.

Funds for the payment of training come from the agency's Staff Development budget.

C. Continuing Education Units.

Continuing Education Units (CEU's) are awarded by Kentucky State University to participants on the completion of Governmental Services Center Workshops. CEU's are a nationally recognized, uniform standard of measurement of participation in non-credit continuing education.

II. PROCEDURES

A. Payment of Funds.

The cost of training provided by GSC is prorated across all organizational units; therefore, all employees are given the opportunity to participate on a scheduled basis.

B. Employees Eligible to Participate.

All employees except for seasonal, co-op, emergency, temporary, and per diem employees, are eligible to participate in the workshops provided by GSC.

C. Available Workshops.

The Governmental Services Center (GSC) offers a wide variety of workshops

designed to promote personal and professional development. Descriptions of these workshops are detailed in the GSC Catalog which is available in the Personnel Office. Descriptions are also located on-line at GSC's website http://gsc.state.ky.us.

D. Training Locations.

The majority of the workshops offered by GSC are conducted in the Academic Services Building on the campus at Kentucky State University. To meet the needs of employees throughout the state, training programs are also scheduled in field locations as needs are expressed.

E. Training Must be Related to the Employee's Work.

The workshop must have a clear and direct relationship to the work of the agency and to the improvement of the employee's job effectiveness in his or her present position or a position in the agency to which he or she can reasonably aspire. An employee's immediate supervisor may direct an employee to attend a workshop(s).

F. Workshop Schedules.

GSC schedules its workshops on a quarterly basis and accepts reservations on a first-come, first-served basis.

G. Equal Opportunity.

Selection for participation in GSC workshops shall be on an equal opportunity basis. No employee shall be prohibited from participating in a workshop because of race, color, religion, national origin, sex, disability, or age.

H. Enrollment Requests.

FIRST, The Agency Training Liaison electronically notifies the employees of GSC schedules on a quarterly basis.

SECOND, The employee completes the Training/Travel Authorization Form for **EACH workshop** of his/her choice. In order to insure equity employees may sign up for a maximum of three (3) workshops at a time.

THIRD, The employee e-mails the completed form to his/her immediate supervisor with a copy to the Division Travel Liaison. The supervisor reviews the form and either approves or denies by replying to the employee and the Division Travel Liaison.

FOURTH, The Division Travel Liaison will review and complete the form, obtain the Division Director's signature, and send a hardcopy of the signed form to the Agency Training Liaison.

FIFTH, The Agency Training Liaison adds employees' names to the waiting lists of the workshops of interest at GSC. The employee and his/her supervisor will be notified electronically of this placement by the Agency Training Liaison.

SIXTH, Once the enrollment has been confirmed, the employee will be notified electronically of the workshop date(s) and location by GSC.

SEVENTH, The employee advises his/her immediate supervisor of the date(s) to insure no conflict exists.

EIGHTH, If the employee confirms the date(s) and later finds it necessary to CANCEL, he/she must contact GSC for notification purposes. **The employee must initiate a new Training/Travel Authorization Form to reschedule a workshop.**

NINTH, Employees who do not get scheduled will remain on the waiting list until the end of the quarter. At that time the names of employees will be deleted. Employees will need to sign up again for a class for which they did not get scheduled.

NOTE: Employees enrolled in the Kentucky Certified Public Manager (KCPM) program need not request your name be placed on the waiting lists for required classes in the program as you will automatically be enrolled.

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Kentucky Department for Libraries and Archives
Training/Travel Authorization Form

This form must be completed for all training and associated travel requests (conventions, conferences, seminars, workshops, etc., including GOT, GSC, and MARS classes).

Note: Training must be related to the employee's present position. Please include a copy of printed material describing course.

Employee name:	
SSN:	
Division:	Field Services
Branch:	
Vendor name:	
Vendor ID number (if known):	
Course title:	
Location of training:	
Training dates: From -	
To -	

Departure date:			
Expected departure time:		a.m.	
Return date:			
Expected return time:		a.m.	
Method of transportation:	None		
Motorpool confirmation number:			
Estimated mileage to/return/total:			**0**
Registration fee paid by:	None		
Lodging type/name/reason code:	None		N/A
State park confirmation number:			
Airfare purchased by:	None		

Estimated costs associated with this trip:

Registration fee	
Per diem (meals)	
Mileage or motorpool costs	
Lodging	
Airfare	
Miscellaneous expenses (explain below)	
Total cost of trip	**$ 0.00**

Charge costs to: Fund – No costs Program Code –

Additional information/comments:

Signature: _____ Date: _____

Division Director or Designee