



**Highway Maintenance Manual**  
**Chapter 02 Administration**  
**Section 20 Eligible Costs**  
**Subject 90 Employee Training**

**Bureau of Highway Maintenance**  
**January 2022**

### **1.0 Purpose**

This policy ensures consistent state acceptance and financial participation regarding county highway department employee training. Chapter 2, Section 20, Subject 75 of the Highway Maintenance Manual has the policies related to patrol supervisor training.

Typically, eligible employee training is provided annually as part of a one-day event, but it may also include additional time and/or state sponsored training. Training is reimbursed for an employee assigned or budgeted to a state summer section. This policy does not include county specific new employee training for county employees.

### **2.0 Definition of Eligible Costs**

Training costs include the labor and associated fringe benefit costs of the employees being trained either at a training day or a state sponsored session (including CHEMS training and the fall office managers meetings), along with a 30% proportionate share of related training day costs for (a) procuring or developing, and (b) conducting the training sessions. Costs associated with Field Small Tools are not eligible for this training.

Other costs (e.g., overnight expenses, mileage, and meals) are not commonly incurred during an annual training day but may be authorized for a state sponsored session. For state sponsored events, the county shall notify the regional maintenance supervisor or operations manager prior to the training for region concurrence.

### **3.0 Charging Policy**

The county shall invoice the department on the monthly invoice, under the 00xx-01-40, activity code 017 (training), for the state share of the training. Costs associated with Field Small Tools may not be charged for this training.

An employee's time and fringe benefit costs may be charged to the routine maintenance agreement when the employee is assigned or budgeted to a state summer section and attends a training day or state-sponsored training session. In addition, thirty percent (30%) of the costs for procuring, developing, or conducting the annual training day may be charged to the routine maintenance agreement.

For CHEMS and regional fall office managers meetings, up to two staff members are eligible to attend, state reimbursed. More than two county staff persons may attend these sessions but shall be at the full expense of the County.

### **4.0 Other Eligible Training**

The implementation of training and training needs vary from county to county. To list each training item separately could lead to omissions or interpretation. New or updated provisions for worker safety, routine service levels, etc., should be anticipated. Training needs will evolve and are subject to periodic review. Specific needs should be approved through the regional maintenance supervisor or operations manager prior to the training.