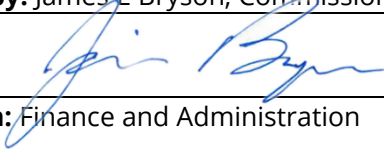


POLICY

Approved by: James E Bryson, Commissioner	Policy Number: 38
Signature: 	Supersedes: F&A Policy #38, dated May 8, 2018
Application: Finance and Administration Employees	Effective Date: October 1, 2024
Authority: T.C.A. § 8-30-104, T.C.A. § 8-30-105, T.C.A. § 8-30-313	Rule: 1120-08

Subject:

Mandatory Learning and Development

The purpose of this policy is to outline employee development workshops required for all employees within Finance and Administration (F&A). This policy sets forth F&A's commitment to ensuring compliance with state and federal laws, while developing and sustaining a high-performing workforce to achieve F&A's strategic business goals and objectives. Employees and their supervisors shall monitor the requirements for changes and maintain the highest level of compliance with state and federal laws.

F&A Required Learning for Employees

It is the agreement of F&A that all employees are required to participate in the following learning and development workshops in addition to or in combination with those outlined in the DOHR [Mandatory Learning Policy 12-050](#) as well as Individual Performance Plan (IPP) work outcomes which may include technical training requirements:

All employees shall complete the following required course one time within three (3) months of hire/transfer:

- F&A Core Values Training

All F&A employees shall comply as applicable with all annual compliance courses indicated by legislation and other state requirements including, but not exclusive to:

- Respectful Workplace Refresher
- Cybersecurity Training
- FA Title VI

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Additionally, employees who are managers/supervisors are also required to annually complete:

- Ethics Training

DOHR requires all employees to earn, at a minimum, the state's Learning Pyramid Level 1 Certificate pertinent to their role: Individual Contributor, Manager/Supervisor, or Executive Leadership. A current listing of the courses available in the Pyramid of Learning is available at www.tn.gov/hr under Learning & Development. The remaining levels of the pyramid are highly suggested and can be required by supervisors. Additional required classes shall be identified on an annual basis and/or as required by the Department of Human Resources. Refer to [Policy 12-050](#) for statewide learning requirements.

LinkedIn Learning Requirements

F&A employees must activate the assigned LinkedIn Learning account within the first three (3) months of hire/transfer. Additionally, employees may be required to participate in divisional learning paths with tailored content applicable to his/her career and as determined by specific divisional leadership. Talent Management encourages the use of LinkedIn Learning for professional and personal development.

Historical Learning Records

F&A Talent Management office will verify historical training records with the existing learning management system (LMS). In the event that learner records do not exist in the LMS, the learner will be required to attend the updated version of the workshop. In compliance with DOHR policy 12-050, F&A will enter class attendance records into Edison ELM (LMS).

Questions regarding this policy may be directed to F&A Talent Management:
FATM.Learning@tn.gov.