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## HUMAN RESOURCES MEMORANDUM NO. 2015-007

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR, IPMA-CP RND  
Human Resources Director

**SUBJECT:** New CPTP 2015 Mandatory Supervisory Training Requirements

**DATE:** January 15, 2015

The Louisiana State Civil Service Commission adopted changes to the 2012 Mandatory Supervisory Training Requirements curriculum effective January 1, 2015. The new Mandatory Supervisory Training Policy is based on a 5-tiered Competency Model and will consist of four groups: Core, Group 1, Group 2, and Group 3. The provisions for the new 2015 Supervisory Group requirements are attached.

Employees who become supervisors on or after January 1, 2015 will be subject to the provisions of the new 2015 Mandatory Supervisory Training Requirements.

Employees already assigned to a Supervisory Group prior to January 1, 2015 will have until July 1, 2015 to complete their required training under the 2012 Mandatory Supervisory Training policy. Those who fail to fully complete the 2012 requirements by July 1, 2015 will be required to complete the entire revised 2015 curriculum for the respective Supervisory Group they are enrolled in.

On the other hand, employees who have already completed their 2012 Mandatory Supervisory Group requirements will not be required to complete the new curriculum. **Nonetheless, all supervisors in Supervisory Groups 1 and 2 are subject to the continuing education requirement under the new policy, which will require one additional non-mandatory course to be completed per year. The course chosen must be on the LEO System for compliance tracking reasons.**

Supervisors: Please make this memo available to affected employees who may not have email access.

RND:aj  
Attachment

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