

February 12, 1999

Memorandum

To: HRD Coordinators/Directors

From: Barbara A. Boyce

Subject: HRD Policy Updates

On January 14, 1999, the State HRD Advisory Board met to make final recommendations concerning four suggested policy revisions. Below are their recommendations:

- ▶ **HRD Training Component**
Accepted the suggested policy revisions with minor changes to the verbiage of the policy
- ▶ **HRD Training Placement Credit**
Rejected any changes to the current policy
- ▶ **HRD Course Offerings**
Accepted the recommended new policy
- ▶ **HRD Program State Cost**
Moved to study the issue more in depth before making any decisions

Attached you will find copies of these policy updates. Please insert them in your HRD Procedures Manual. If you have any questions, please let me know.

Attachments

C: Presidents
Senior Continuing Education Administrators

CC99-052
Paper Copy

HRD Training Component

The Human Resources Development Program provides structured pre-employment training, counseling, and assistance into **permanent employment** or **further training** for unemployed and underemployed adults. The instructional component of the HRD program is vital. The instructional quality of each program can determine the success or failure of the program and its students.

Policy: All HRD classes/courses must provide an employment training component. This training must include but is not limited to the following:

- ▶ formal or informal assessments of individual assets and limitations
examples: attitudes, aptitudes, personal appearance, interpersonal behavior, and personal, education and/or career goals
- ▶ development of problem-solving skills
- ▶ development of communication skills
- ▶ development of a positive self-concept
- ▶ development of employability skills
examples: orientation and motivation for the world of work, occupational/career exploration, job application and resumé preparation, interviewing techniques, job seeking skills, and job retention strategies

Policy: Should local programs choose to provide occupational and/or academic skill-building training courses for the purpose of orienting, upgrading, and/or retraining individuals for success in the workplace, they must include the five required components listed above.

(Reference-- HRD Policy Updates, Page 9)

HRD Course Offering

By January 29, 1999, colleges were asked to develop an HRD Program Plan based on a list of questions focused on HRD policies and procedures. Updates to local HRD Program Plans will be requested on an as needed basis.

Policy: While updates to local HRD Program Plans will be requested on an as needed basis, colleges must submit to the State HRD Office on an annual basis a listing of current course offerings with attached course outlines.

(No reference, new policy)

HRD Training Placement Credit

All training placements will generate a post-training income figure which is used to determine a portion of the "income increase" component of the Earnback Index.

(Reference--HRD Procedures Manual, Page 4-2)

Policy: Post-training income for HRD students includes actual wages earned on a job and an income credit for training placements. Calculate post-training income as follows:

$$\begin{aligned}\text{Job Income} &= \text{Weeks} \times \text{Hours} \times \text{Wages} \\ \text{Training Placement Income} &= \text{Weeks} \times \text{Hours}^* \times \text{Minimum Wage}\end{aligned}$$

* The hours used to calculate the Training Placement Income Credit are based on a sliding scale in relation to the number of contact hours the student was enrolled. See scale below:

1 - 6 contact hours =	10 training hours
7-11 contact hours =	20 training hours
12+ contact hours =	40 training hours

(Reference-- HRD Procedures Manual, Section 9 - Format of calculating the Earnback Index)

HRD Program State Cost

See attached handout, "How HRD Funds May Be Expended"

"How HRD Funds May Be Expended"

In 1995, the North Carolina General Assembly passed a special provision allowing "budget flexibility" on the use of categorical funds. HRD budgets are included in this special provision. This means that college presidents have the authority to move funds out of the HRD budget as long as they "maintain the presence of" the program. There is no limit as to how much of your HRD funds could be transferred out to other budgets. Likewise, there is no limit as to how much of your HRD budget can be reverted back to the NCCCS Office and there is no limit as to the amount of funds from other budgets which can be transferred into your HRD budget.

Policy: Any HRD funds that are transferred out to another budget or reverted back to the NCCCS Office will be subtracted from your original budget allocation and not count towards "State Program Costs" when calculating your college's Earnback Index.

Funds for the HRD program are still considered a "categorical" state allotment, henceforth, they must be expended on HRD activities. The following are allowable expenditures:

Policy: Within the HRD budget, funds may be expended on HRD staff salaries and fringe benefits, staff travel, instructional supplies/materials, office supplies/ materials and advertising.

Policy: Equipment may not be purchased from the HRD budget. For equipment purchases, HRD funds should be moved to another budget.

(Reference-- HRD Procedures Manual, Page 8-1)

It is the local college's responsibility to provide classroom and office space, utilities, telephone and equipment in support of the HRD program. Local colleges may assist with staff and other expenses with the exception of the instructor's salary for time spent in the classroom. HRD funds may be mixed with other funds available to the institution ---JTPA, Vocational Education, Handicapped, Foundation Grants, etc.

Policy: In order for a local HRD program to generate HRD FTE, one hundred percent (100%) of the instructor's salary for time spent in the classroom must be paid from HRD funds. The 60/40 ruling which applies to many non-credit instructional courses and programs does not apply to the HRD program.

(Reference-- HRD Procedures Manual, Page 8-1)