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Department of Transportation

IN-HOUSE CONSULTANT/CONTRACTOR EMPLOYEE PARTICIPATION IN DEPARTMENT PROVIDED TRAINING

AUTHORITY:

Sections 20.23(3)(a), and 334.048(3), Florida Statutes (F.S.)

PURPOSE:

The purpose of this procedure is to establish the process and requirements for making Florida Department of Transportation (Department) developed training available to Department consultant and contractor employees who are housed on a full or part-time basis in Department facilities.

SCOPE:

This policy and procedure applies to all offices that utilize consultant or contractor employees to augment Department employee staff.

GENERAL:

To efficiently accomplish its mission of delivering a safe transportation system, and annually delivering the Work Program, the Department may from time-to-time augment its State employee staff with staff employed by consultants or contractors, but working in Department office space on a full time or part-time basis. To ensure staff augmentation workers are equipped with the necessary information to perform their work for the Department, the Department has determined that Department developed training should be available to them, and in some cases required. Department developed training shall not replace any training required of Augmentation Staff by their employer.

DEFINITIONS:

Augmentation Staff: Any individual hired directly or through another firm to perform Department work at Department facilities as an extension of regular Department employee staff. These individuals do not include Other Personnel Services (OPS) staff.

Mandatory Training: Knowledge or skill-related learning that is required for Augmentation Staff positions.

Responsible Office: The program office housing and employing the Augmentation Staff.

PROCEDURE:

1. MANDATORY TRAINING FOR AUGMENTATION STAFF

The following Department developed training programs shall be completed by all Augmentation Staff:

Augmentation Staff Mandatory Training		
	Annually	Every 3 Yrs.
Cyber Security Awareness Training	✓	
Defensive Driving (4 HR CBT) *		✓

* Mandated for Augmentation Staff that are required to operate a FDOT vehicle

Each Responsible Office shall ensure that Augmentation Staff housed in their offices or facilities receive the Mandatory Training within 30 days of beginning work and within the stated interval thereafter. The Responsible Office shall maintain the training self-certifications and/or training certificates within their office files, and monitor Augmentation Staff to ensure compliance. The Responsible Office shall maintain current training certificates for Augmentation Staff and for three State fiscal years after they cease providing such services.

A Responsible Office may, with approval of the Responsible Office manager's supervisor, require additional training determined to be necessary to the Augmentation Staff's duties.

2. AVAILABLE DEPARTMENT DEVELOPED TRAINING

Other approved Department developed training may be available to Augmentation Staff through the external training portal (<http://cvt.dot.state.fl.us/ois/multimedia/courses.html>). There may be circumstances when Augmentation Staff are required to take training only offered in the Departments' Learning Management System. Under these circumstances access will be granted for a temporary, specified timeframe. Time spent by Augmentation Staff taking Department developed training that is not Mandatory Training may not be charged to the Department, is not reimbursable on Department contracts and must not interfere with

Augmentation Staffs' performance of their work for the Department. The Department has listed some common training available for Contractors or Consultants.

- Equal Employment Opportunity Training
- Fire Prevention Annual Training
- Zero Tolerance for Violence – Employee
- Florida Public Records and Sunshine Law
- Ethics for State Employees

FORMS

The following forms are available in the Department's Forms Library:

375-031-03	Mandatory Training Certification Form for In-House Consultants/Contractors
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