

A Training & Development (T&D) Assignment Agreement is a formal agreement between an employee, the current supervisor, and the new supervisor. A T&D Assignment is typically the length of experience needed to meet Minimum Qualifications of a desired classification and cannot exceed a total duration of 24 months.

SECTION 1 – T&D ASSIGNMENT DETAILS (Filled out by Program)

RPA NUMBER EFFECTIVE DATE T&D COMPLETION DATE

EMPLOYEE NAME CURRENT CLASSIFICATION

T&D ASSIGNMENT CLASSIFICATION (AND RANGE IF APPLICABLE)

TARGET CLASSIFICATION OF T&D (ADVERTISED CLASSIFICATION)

CURRENT DEPARTMENT, DIVISION, OFFICE/BRANCH AND/OR UNIT

T&D DEPARTMENT, DIVISION, OFFICE/BRANCH AND/OR UNIT

INTENT OF THE T&D:

NOTE: THE CANDIDATE SHALL NOT TAKE THE EXAMINATION UNTIL THE T&D ASSIGNMENT IS COMPLETED.

SECTION 2 – T&D ELIGIBILITY (Filled out by C&P Analyst)

Does employee have permanent status in present classification, or permanent status in another class without a break in service?	YES	NO
Is there another T&D assignment immediately prior to this one?	YES	NO
Is the T&D assignment to a class in the same series as the employee’s current class?	YES	NO
Is there another class in the “to” series that is nearer in salary to the employee’s current class that will provide the appropriate training experience?	YES	NO
Is the candidate able to transfer, based on salary (substantially the same salary range as defined in California Code of Regulations, Title 2, Section 425), to the T&D classification?	YES	NO
Was the T&D opportunity competitive and advertised in accordance with California Code of Regulations, Title 2, Section 249.1 ?	YES	NO
Is the duty statement for the class performed during T&D assignment attached and does it meet allocation?	YES	NO

SECTION 3 – OFFICE OF HUMAN RESOURCES APPROVALS

C&P ANALYST NAME	C&P ANALYST SIGNATURE	DATE
C&P MANAGER NAME	C&P MANAGER SIGNATURE	DATE
OHR PERSONNEL OFFICER NAME	OHR PERSONNEL OFFICER SIGNATURE	DATE

SECTION 4 – RECEIVING PROGRAM APPROVALS

T&D SUPERVISOR NAME	T&D SUPERVISOR SIGNATURE	DATE
T&D OFFICE/BRANCH CHIEF NAME	T&D OFFICE/BRANCH CHIEF SIGNATURE	DATE

SECTION 5 – LOANING PROGRAM/DEPARTMENT APPROVALS

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
CURRENT SUPERVISOR NAME	CURRENT SUPERVISOR SIGNATURE	DATE
CURRENT OFFICE/BRANCH CHIEF NAME	CURRENT OFFICE/BRANCH CHIEF SIGNATURE	DATE

SECTION 6 – T&D ASSIGNMENT TERMINATION OR MODIFICATION

IF T&D ASSIGNMENT AGREEMENT IS BEING TERMINATED OR MODIFIED, EXPLAIN THE REASON(S) BELOW:

T&D SUPERVISOR SIGNATURE	DATE	EMPLOYEE SIGNATURE	DATE
C&P ANALYST SIGNATURE	DATE		