



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Training</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>October 26, 2015</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 10.3 (partially)</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>4.02</b>

**OBJECTIVE** The City of Watauga’s philosophy is to support employee training, education, and development opportunities which will prepare employees for increased responsibilities and enhance individual growth, promotion, and development. This policy outlines rules and practices for employee training.

**SCOPE** This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees of the City of Watauga.

**POLICY**

The City offers training to its employees to enhance or acquire new skills for the performance of their roles or future advancement. Training may include seminars, institutes, in-house training, and courses offered for credit at local colleges/universities. Department Heads or supervisors may require employees to participate in appropriate training. Employees may also request that they be allowed to participate in appropriate training. Work load, training topic and appropriateness to role specifications, budget constraints, cost of training, and other factors will be considered by the City in determining if requested training will be approved.

**A. Time Spent in Training**

Time spent by non-exempt employees attending mandatory training will be considered work time and employees will be compensated.

Attendance at training, lectures, meetings, etc., will not be counted as working time if the employee's Supervisor and/or Department Head did not approve the training prior to the employee’s attendance. Voluntary enrollment in colleges and universities is not considered compensable time.

**B. Prior Authorization**

Supervisors must approve or disapprove an employee's participation in training sessions and/or seminars. Notification of training sessions should be given far enough in advance to allow adequate time for adjustment of the employee's scheduled job duties. The overtime policy will

apply where required training sessions exceed the normal work hours for non-exempt employees.

### **C. Training Records**

As resources allow, the Human Resources Department will cooperate with department directors and supervisors in developing training programs. Records of employee attendance, participation, and training completion at City-sponsored programs may be maintained in the Human Resources Department. Departments are encouraged to submit to Human Resources records of employee training for other types of training programs the employee has completed. This information then can be included in the employee's official file. Training files for Police Officers and Firefighters are kept by their respective departments.

### **D. Training Responsibilities**

#### 1. Human Resources

The Human Resources Department periodically schedules a new employee orientation program to cover the benefits package, policies, and procedures. All new regular full- and part-time employees are required to participate in the new employee orientation program. City-wide compliance training such as Sexual Harassment, Diversity, and Ethics is also scheduled by the Human Resources Department

#### 2. Department Directors/Supervisors

Department directors and supervisors are primarily responsible for the level of development of their employees. Department directors and supervisors are encouraged to indicate to the Human Resources Department the training needs of their departments or divisions.

It is the supervisor's responsibility to provide orientation and job training for employees under their supervision. Supervisors are responsible for enrollment, attendance, and documentation of their subordinates in training programs. The immediate supervisor will make available and respond to employee inquiries regarding policies, procedures, and guidelines. Questions can also be referred to the Human Resources Departments.

#### 3. Employees

Employees and supervisors are jointly responsible for recognizing those training needs essential and beneficial to the employee's job performance. Employees are responsible for reporting to their supervisor those training program needs that would promote efficiency. Employee participation in developmental programs will be measured through performance evaluations.