

CITY OF ALPENA, MICHIGAN
STANDARD OPERATING POLICY

Subject:	City Employee Training and Continuing Education	SOP No.	<u>29</u>
		Date Issued	<u>9/17/99</u>
		Effective Date	<u>9/17/99</u>

Copies to: City Council, Department Heads, City Attorney, Personnel Assistant, City Employees

PURPOSE:

This policy establishes guidelines for in-service training of City employees. The philosophy of the City is to hire the best qualified people and provide them with a high level of training. To the citizens, the City is its employees. Employees are continually offered opportunities to learn, develop, and become educated. The purpose of this policy is to assist employees in performing their essential job functions. Training and education can take many forms including, but not limited to, seminars, classes, video and audio tapes, briefings, periodicals, newsletters, memberships in professional organizations, conferences, on-the-job training, trade shows, computer-based training, etc.

STATEMENT OF POLICY:

- A. Employees will attend training as assigned by their department head or designee.
- B. Employees are encouraged to make requests to their department head to attend job-related training.
- C. Employees are encouraged to become members of job-related professional organizations to advance their job skills as identified in departmental training plans and City Budget, and subject to approval by the respective department head or City Manager.
- D. Each department head shall prepare an annual departmental training plan. Each departmental training plan shall be submitted to the City Manager by April 1 of each year for the following fiscal year to ensure that the requested training can be included in the City Budget. At a minimum each departmental plan shall include sections on required technical skill training, desired technical skill training, required training regarding customer service, cultural diversity, sexual harassment, people skills, etc. Each department head shall ensure that his/her employees each receive a minimum of 16 hours of department-specific training each year. Additionally, City-wide training may be scheduled by the City Manager. Variances for major changes to training plans may be granted by the City Manager for unforeseen circumstances; other changes are not the discretion of respective department heads.

- E. Each department head shall establish a training file for each employee. The training file shall be separate from each employee's personnel file. Employees may review their training files during normal business hours unless otherwise agreed upon by the department head.
- F. Employees who attend training, attain a designation or license, complete a college course, or earn a degree shall submit evidence of the same to the department head for inclusion in the employee's training file.
- G. As part of their orientation, all new employees shall receive training in the following areas: customer service, cultural diversity, and sexual harassment. Said training shall occur within one year of the hire date.
- H. All current employees shall periodically receive customer service, cultural diversity, and sexual harassment training.
- I. Job-related college course work is paid for/reimbursed for employees by the City per the terms of the employees' respective union contract or administrative employee benefits summary, and subject to approval of the respective Department Head. If a union contract is silent on this issue, the following shall prevail. An employee desiring to take a job-related college course shall obtain the advance approval of his/her supervisor. If the Department Head approves, the employee will be reimbursed for tuition and the cost of required books if the employee passes the course with a grade of "C" or better.
- J. By August 31 of each year, each Department Head shall prepare a report itemizing the training each employee received in the prior fiscal year. Said report shall be submitted to the City Manager's office. The City Manager's office will compile the results into a City-wide report and submit it to the City Council.

Alan L. Bakalarski
City Manager