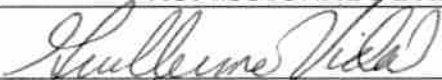


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GENERAL

Career Service Rule 6 "Employee Training and Organizational Development" sets forth the responsibility for developing and administering employee training and organizational development programs and assigns specific responsibilities to appointing authorities, including development of departmental training programs.

This policy is intended to formalize the professional development and training program of the Department of Public Works.

POLICY

As an organization, the Department of Public Works recognizes the value of investing in the knowledge, skills and abilities of the workforce. Professional development and training are important elements in ensuring a safe working environment, developing and enhancing employees' skills and abilities, improving employee performance, and strengthening the organization. Managers are responsible for providing staff with the time, budgetary resources whenever possible, and guidance needed to obtain appropriate training and development. Employees are also responsible for their personal development and must take initiative in requesting and participating in professional training and development.

POLICY

In order to ensure that all employees of the Department are aware of and have access to appropriate professional development, skill enhancement, and training opportunities related to their career path, agencies are responsible for the following:

1. All agencies shall request funds for professional development and training during the annual budget process. The annual budget request for professional development and training shall be adequate to fund appropriate levels of professional development and training for each budgeted position.
2. Leave for training and development should be designated as follows:
 - a. If training will enhance the employee's skills in a way that will improve the employee's performance in the current job or normal job progression of their career path, then the employee may be given training leave to take the class. Training will also be encouraged which improves general knowledge, skills, and abilities as part of an employee development program.
 - b. If the training involves a change of career for the employee, i.e. the employee wants to take the training in order to qualify for a position outside of their current career path; the employee will be charged vacation time for training that takes place during working hours.
3. Each agency shall prepare a formal, written professional development and training program that identifies the appropriate levels of training for each classification, including mandatory new employee and new supervisor training; mandatory safety training; and other training to enhance employees' skills and improve performance in their current position.

Recommended professional development and training and the administration of said training for each agency shall be documented in the formal written training program as follows:

- a. New employee orientation plan (agency level).

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- b. Listing of mandatory new employee courses (or reference to Career Service Rule 6 courses).
 - c. Listing by classification and/or length of service, of required and/or available training and development, including:
 - i. Mandatory training on safety, equipment usage and work practices, and classes required for re-certification;
 - ii. Skill enhancement and performance improvement opportunities related to the employee's career path; and
 - iii. Career development and employment progression opportunities as appropriate.
 - d. Prioritization of training strategies to support the agency's mission and core values.
 - e. Scheduling practices and dependencies on workload and other operational issues.
 - f. Defining eligibility for advanced training and professional development opportunities; for example, requiring that employees be in good standing with the agency in order to participate in training that will enhance promotional opportunities.
 - g. Method to track training hours completed, by employee and in summary for the agency.
4. Each employee's PEPR should include the individualized professional development and training program for that employee, based on the written professional development and training program for the agency, and subject to appropriate budget and time constraints.
 5. In some instances, mandatory training may be required as corrective action, either as part of or in lieu of discipline, for an employee involved in a preventable accident or injury occurrence, or other rule violation. The type of mandatory training may include, but is not limited to, "Rubber Meets the Road" safe driver training, Equipment Usage/PPE training, additional training on Safe Operating Procedures, and training on keadult skills such as anger or conflict management, communication, etc.

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