

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE**TRAINING****REFERENCE**

Human Resources Policy and Procedure:
New Hire Requirements
General Definitions
Training Repayment Agreement

PURPOSE

To provide for the necessary training and career development of employees on a planned and continuous basis.

PROCEDURE

Responsibility for training is shared by the Human Resources Division, Division Directors, Department Directors, Elected Officials, supervisors and employees.

- 1.0 The Human Resources Division, through its Training Manager, shall:
 - 1.1 determine the individual and general training needs of County employees;
 - 1.2 plan and implement training programs to serve identified needs;
 - 1.3 provide Divisions, Departments and Elected Offices with descriptions of the training programs available and other necessary information needed to ensure opportunity for employee participation;
 - 1.4 assist individual Divisions, Departments and Elected Offices in identifying and selecting employees who can derive benefit from further training or development;
 - 1.5 ensure that training is provided on an equal opportunity basis;
 - 1.6 monitor and evaluate the training programs to determine results and effectiveness.

- 2.0 Administrators and supervisors shall:
 - 2.1 determine the individual and collective training needs of employees under their supervision;
 - 2.2 stimulate and encourage each employee to work toward greater job effectiveness through self-education, self-improvement and self-training;
 - 2.3 arrange for training in instances where necessary employee training needs cannot be reasonably met through self-education or through County-wide training programs, including establishing particular training requirements or programs;
 - 2.4 inform the Human Resources Division Training Manager of specialized training programs sponsored by their Divisions, Departments or Elected Offices;
 - 2.5 actively support those in-service, County-wide, and external training programs that will enhance their employees ability to perform their duties;
 - 2.6 provide each employee with adequate information on the objectives, policies and programs of the County, the Division, Department or Elected Office and

- information on available training opportunities;
 - 2.7 ensure that training opportunities are provided to employees without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age or disability.
- 3.0 Employees have the responsibility to develop their job skills and effectiveness through active participation in the training programs offered.
- 4.0 All County supervisors are encouraged to participate in management development training during each year in which they hold a supervisory position.
- 5.0 Local training (Conference/Workshop)
 - 5.1 Requests for local training (conferences/workshops) must have definable benefits for the employee's professional skills and consequently improve the productivity of County government.
 - 5.2 Employees requesting to attend a local training shall, in advance of the training, submit to the Administrator for approval, a letter containing appropriate information, such as:
 - 5.2.1 participant's name, title and payroll unit;
 - 5.2.2 name/title of conference/workshop (include brochure if available);
 - 5.2.3 location of conference/workshop;
 - 5.2.4 registration fee;
 - 5.2.5 number of training hours;
 - 5.2.6 cost of training;
 - 5.2.7 paid leave time requested;
 - 5.2.8 benefits to the employee and the County of attending the conference.
- 6.0 Record Keeping Requirements for Training Records.

For the purposes of record-keeping, training events are considered to be courses which have a formal, curriculum-based agenda designed to achieve a defined learning objective. Events such as on-the-job training meetings, brown bags, staff meetings and brief in-service informational sessions are not intended to be included in the record-keeping requirements outlined below.

 - 6.1 Attendance records.

Attendance records shall include at a minimum the participant's name, the name/title of the training, the date of the training and the total number of training hours or the hours during which the training was held.

 - 6.1.1 The following attendance records shall be maintained in each employee's Personnel File (Official).
 - 6.1.1.1 Attendance records regarding employee participation in Human Resources sponsored or Human Resources contracted training events.
 - 6.1.1.2 Attendance records regarding employee participation in non- Human Resources sponsored training events which are conducted for a Division or Office by County employees or contracted vendors if the employee is required to attend the training as a condition of employment or if the training, in the judgment of the employee's supervisor or Administrator, substantially

impacts the employee's ability to do their job. Examples of such training include Records Management Training, Defensive Driving Training, Cash Handling Training and training regarding health and safety procedures.

6.1.1.2.1 Each Department, Division and Elected Office who sponsors or contracts for such training events must submit the required attendance records to Human Resources at least annually for inclusion in the employee's Personnel File (Official).

6.1.2 The following attendance records shall be maintained in the Personnel File (Agency).

6.1.2.1 Attendance records regarding employee participation in non- Human Resources sponsored training events which are conducted for a Division or Office by County employees or contracted vendors where the purpose of the training event is to enhance the employee's skill or to develop their career. Examples of such trainings include the Health Department Leadership Institute and Volunteer Management training.

6.1.2.1.1 The above referenced training attendance records may be sent to Human Resources for inclusion in the employee's Personnel File (Official) at the discretion of the Agency.

6.2 Other employee training records.

6.2.1 Records of teaching aids which include manuals, syllabi, textbooks, and other training aids shall be maintained by County Agencies as follows.

6.2.1.1 The record or master copy of teaching aids created by Salt Lake County shall be retained as "permanent" or as required by the current County General Retention Schedule issued by the Utah Department of Administrative Services, Utah State Archives and Records Service.

6.2.1.2 Teaching aids created by other agencies or private institutions for Salt Lake County use are to be retained until they are obsolete or superseded and then destroyed.

6.2.2 County generated training administration records such as correspondence, reports and other items are to be retained for 6 years and then destroyed or retained as required by the current County General Retention Schedule issued by the Utah Department of Administrative Services, Utah State Archives and Records Service.

7.0 Issuance of Continuing Education Units and Continuing Professional Education Hours.

7.1 Continuing Education Units (CEU's) can be granted for qualifying county sponsored training programs/events. Ten (10) hours of instruction equals one (1) continuing education unit. Class breaks, including lunch, do not count toward CEU's.

7.2 Continuing Professional Education hours (CPE's) can be granted for qualifying county sponsored training programs/events. Fifty (50) minutes of instruction and supervised practice or study time equals one (1) continuing professional

- education hour. Class breaks, including lunch, do not count toward CPE's.
- 7.3 To qualify for either CEU's or CPE's, the courses/events must be college level and be taught by an instructor who is as qualified as other instructors generally used by Utah's public colleges and universities.
 - 7.4 The County Training Manager will issue all CEU's and CPE's on behalf of the County. Agencies can apply to receive CEU's and CPE's for agency sponsored training programs/events by submitting the following information to the County Training Manager: (1) resume of the instructor(s), and (2) an outline, handouts, agenda, time schedule and/or other sample course material. If approved, a Salt Lake County CEU or CPE certificate will be provided for the agency to use for course graduates.
 - 7.5 All CEU's and CPU's issued by Salt Lake County are subject to acceptance by the Utah State Division of Occupational and Professional Licensing (DOPL). Issuance of CEU's and CPU's by Salt Lake County does not guarantee their acceptance by DOPL and a statement to that effect will be included in the Salt Lake County Training Catalogue or class announcement.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008