ADMINISTRATIVE DIRECTIVE:

It is the philosophy of the City of Denton to support employee training and development opportunities which will prepare employees for increased responsibilities and enhance individual growth, promotion, and development.

I. TRAINING RESPONSIBILITIES

A. Human Resources Department

1. 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 as soon after employment as possible.

2. As resources allow, the Human Resources Department will cooperate with department directors, division managers, 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.

B. Department Directors/Division Managers

1. Department directors and division managers are primarily responsible for the level of development and, therefore, the quality of service of their employees.

2. Department directors'/division managers' efforts to facilitate leadership development in their subordinate supervisors are endorsed by the Human Resources Department. In addition, department directors/division managers are encouraged to indicate to the Human Resources Department the training needs of their departments or divisions.

3. Information on current policies, procedures and guidelines will be maintained in individual departments.
C. Supervisors

1. It is the supervisor's responsibility to provide orientation and job training for employees under their supervision.

2. Supervisors are responsible for enrollment, attendance and documentation of their subordinates in training programs.

3. The immediate supervisor will make available and respond to employee inquiries regarding policies, procedures and guidelines.

D. Employees

1. Employees and supervisors are jointly responsible for recognizing those training needs essential and beneficial to the employee's job performance.

2. Employees are responsible for reporting to their supervisor those training program needs that would promote efficiency or morale.

3. Employee participation in developmental programs will be measured through performance evaluations.

II. NOTIFICATION AND ATTENDANCE

A. Notification

1. Supervisors must approve or disapprove employees' participation in training sessions and/or seminars.

2. Notification of training sessions should be given far enough in advance to allow adequate time for adjustment of the employees' scheduled job duties.

B. Attendance

1. If all eligible employees in one department or division are unable to attend training, every effort should be made to provide sessions on a rotating system to facilitate participation.

2. The overtime policy (106.04) will apply where required training sessions exceed the normal work hours for non-exempt employees.