

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT:     TRAINING**

Training and development of employees is essential to the effective operation of the Department of Public Works and to the attainment of department goals. It shall be the policy of the Board of Public Works to support training and development programs which have as objectives increasing employee effectiveness and productivity, enhancing promotability and personal growth, and improving the quality of supervision and management skills in the Department of Public Works. This policy is not intended to promote cross training for class consolidation purposes, but is intended to facilitate promotional and skills development opportunities for employees.

Actions which must be undertaken by all Bureaus and Offices of the Department to implement this policy include, but are not necessarily limited to the following:

- Orientation shall be provided to each new employee by his/her management and such orientation, including the subject matter covered, shall be documented. The Office of Management-Employee Services (OMES) shall also be responsible for providing each new employee with training and an orientation manual that describes the Department of Public Works and provides other essential employment information for new employees.
- Training programs shall be made available to employees throughout the Department. To ensure that training opportunities are adequately promulgated, OMES shall establish and coordinate training programs to meet Department-wide needs, including but not limited to off-site accredited training for future promotional examinations and/or leadership/ development training.
- Management and supervisory development training programs must take into consideration opportunities for broadening the experience and increasing the potential of future leaders.
- Each Bureau shall plan the equivalent of four (4) days of training per person, per year. Training may include, but is not necessarily limited to, on the job training, classroom training presented by Public Works staff or contractors and Personnel Department sponsored training.