

## **TRAINING POLICY**

### **GENERAL POLICY**

The purpose of employee training is to increase the knowledge, skill and proficiency of employees in order to improve the quality of service to the public. In addition to new employee training and orientation, the Library encourages training for established employees. Training should be related to the employee's job duties and must be approved by the Department Head. Training opportunities include professional association conferences and meetings, schools, seminars and workshops offered by public institutions and private companies, and in-house instruction. Training opportunities are to be made available as equitably as possible, without discrimination.

### **NEW EMPLOYEE TRAINING AND ORIENTATION**

1. The Library will meet with all new employees to advise them of all general conditions of employment such as the wage and salary plan, fringe benefits, and other general Library-wide policies and procedures.
2. The City's Human Resources Department will meet with new eligible employees to enroll them in the health insurance program and advise them of other programs available to them.
3. The Department Head or his/her designee will orient each new employee to his/her department, job and work site.

### **TECHNOLOGY TRAINING**

Because of the importance of technology in the Library's operation, technology training receives special attention. Each Library employee will receive sufficient training to perform his/her job effectively using the Library's computer network, automation system, and other applicable technologies. The Library will take full advantage of ALS training in these areas.

### **RESPONSIBILITY FOR TRAINING PROGRAMS**

Department Head:

- Designate an area in the department for posting training opportunities or develop a routing system for such materials.
- Develop a procedure for how requests for training are to be submitted and reviewed and communicate the procedures to all employees.
- Determine current and future training and development needs for employees in the department's annual budget and work program.
- Budget for training in the department's annual budget.
- Assure that employees are provided with sufficient time to participate in training programs without unduly interfering with the necessary operation of the Library.
- Assure that all employees receive equal consideration for appropriate training opportunities.
- Complete training logs.

Employee:

- Actively participate in his/her professional development and training.
- Communicate perceived needs and/or special interests to his/her department head.
- Submit written summary of training sessions attended to department head.
- Share knowledge obtained through training with colleagues when appropriate.

### **CAREER DEVELOPMENT**

It is in the mutual interest of the Library and its employees to foster career development to the extent possible. Training can play a significant role in preparing individual employees for upward mobility within the organization. For example, supplementary computer training may help an individual qualify for a new position. While no one can be guaranteed success in their career development aspirations, employees and their department heads are encouraged to work together to develop training programs which not only benefit the Library as an organization, but also assist individuals in enhancing their knowledge, skills and abilities. Although department heads can assist, individual employees need to assume primary responsibility for their careers. Resources such as job descriptions, training bulletins, and job shadowing are useful tools in career development and interested employees are encouraged to consult their department heads.