


SUBJECT <u>TRAINING</u>		No. FA-108.00
		Effective Date DECEMBER 16, 1993
Issue Date: 12-16-93	Revision Date:	Revision No:

1. **PURPOSE**
 - 1.1 To ensure that the Finance & Administration Department is in compliance with the City of Houston policy on Training, E.O. 107.00, and to ensure uniformity in practice and procedure.

2. **SCOPE**
 - 2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

3. **POLICY**
 - 3.1 It is the policy of the City of Houston Finance & Administration Department to develop the skills of its employees through training in order to enhance job performance and enhance upward/lateral mobility for the employee.
 - 3.2 Managers and employees are encouraged to take advantage of the training courses offered by the Personnel Department.
 - 3.3 Managers will approve training based on the needs of the section to have sufficient staff to handle assigned tasks.
 - 3.4 Supervisors may approve requests for training for employees based on the employee's current job or the promotional ladder of that employee's classification.
 - 3.5 Management will determine that there are sufficient funds to cover the costs of the proposed training.
 - 3.6 When continuing education and in-service programs are required for licensing or certification or licensure recertification for groups of employees, the City of Houston will, where appropriate, sponsor and conduct such programs.

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4. **PROCEDURE**

4.1 Personnel Department/Training Division classes:

4.1.1 Schedules of these classes are sent to Managers/Supervisors by the Personnel Department every few months.

4.1.2 Employees must obtain approval of their supervisor before they attend.

4.1.3 The employee or the supervisor will contact the Training Division to sign up for the course at 658-3761.

4.2 Personnel Department/Defensive Driving Classes:

4.2.1 Employees must request and receive the approval of their supervisor who will notify the Business Office. The supervisor will be notified of the availability of a class.

4.3 Affirmative Action Classes:


4.3.1. Supervisors/Managers should contact the Employee Relations Officer in the Business Office to schedule a group training session provided by the Affirmative Action Office.


4.4 Outside Classes:

4.4.1 Employees must have the approval of their supervisor and other appropriate reviewing authorities, and complete the necessary authorization forms for attendance and/or travel arrangements.

4.5 Manager/Supervisor Responsibilities

4.5.1 Each year managers/supervisors should establish the skills required for staff to meet the needs of their Division and conduct a needs assessment of the staff to identify specific training prior to preparation of the fiscal year budget.

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<p>4.5.2 Upon approval of the budget review all requests, establish priorities of the Division for training staff, and allocate resources within the approved budget.</p> <p>4.5.3 Post Personnel sponsored courses and make available other information on training and professional development.</p>		
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