

Rule XV: Employee Training and Development**RULE XV****Employee Training and Development**

Section A. Philosophy and purpose

Training and developing County employees to their fullest potential is vital to insure quality service to the community. The Civil Service Commission is committed to providing all employees with the opportunity to develop to their maximum potential those skills necessary for success and advancement in the merit system.

Section B. Establishment of countywide training and development programs

- 1 The Personnel Director, in cooperation with appointing authorities, shall identify countywide training needs, develop and present programs to meet those needs, and evaluate employee on the job performance to measure the effectiveness of training. In general, training and development programs shall be for the purpose of:
 - a helping employees improve their job performance in order to provide better quality service to the community;
 - b increasing the abilities, knowledge and skills of employees enabling them to advance within the County.
- 2 The Division of Personnel shall be responsible for conducting an Orientation for New Employees Program. Appointing authorities shall ensure that their employees attend this program within three months of and no later than six months after appointment.
- 3 The Division of Personnel shall be responsible for conducting an orientation for new supervisors program. All newly appointed supervisors with less than two years prior supervisory experience shall attend or schedule to attend this program within six months of their appointment.
- 4 For the purpose of this Rule, a supervisor shall be defined as an employee who is responsible for employee training, the organization and assignment of work, and the evaluation of employee work performance.

Section C. Establishment of a management development / continuity program

- 1 The Personnel Director, in cooperation with Appointing Authorities, shall establish, administer and evaluate a management development program. The purpose of the management development program shall be to:
 - a promote professional management practices in all areas of County Government;
 - b promote leadership competencies among talented and promising employees;
 - c establish and maintain a pool of qualified applicants for managerial vacancies.
- 2 The program shall include but not be limited to:
 - a assessment of managerial competencies and identification of developmental needs;
 - b education and training in the theory and practice of management in the public sector;
 - c developmental job assignments that expose participants to all aspects of managing, including but not limited to planning, budgeting, implementing, and controlling.
- 3 A description of the management development program shall be maintained in a separate manual.

Section D. Establishment of departmental training and development programs

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- 41 1 Departments shall have the primary responsibility for developing specialized training programs to meet
42 their respective needs.
- 43 2 Upon request, the Division of Personnel shall assist departments in identifying their specific training
44 needs and developing and presenting programs to meet those needs. The Division of Personnel may
45 also assist in evaluating employee job performance to measure the effectiveness of the training.
- 46 Section E. Use of outside the county resources
- 47 The Personnel Director may make arrangements with outside resources for assistance in meeting the
48 training and development needs of the County.
- 49 Section F. Establishment of a tuition assistance program
- 50 1 The Personnel Director shall establish a program through operating departments to provide financial
51 assistance to employees for educational courses which are:
- 52 a applicable to the employee's job responsibilities and duties;
- 53 b required for an applicable degree program; or
- 54 c of such nature and quality to directly contribute to the employee's value and potential growth in
55 the County.
- 56 2 A description of the Tuition Assistance Program shall be in a separate manual.