

Policy: AD-06-01

Policy Title: Training and Education Policy

Policy Purpose: Set forth guidelines regarding the support for training and education provided by and through the department.

Implementation Date: 01/01/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT TRAINING AND EDUCATION POLICY

This policy will set forth guidelines regarding how associates shall properly notify department supervisory staff regarding the request for training and education to be funded by the department. **However, formal education and training administered by a college, university, or other similar type of institution that will be applied towards a degree is not covered by this policy.** The department recognizes and supports the provision of training and education, which develops associates with better skills and abilities to perform tasks within the organization.

Primarily, all training and education supported by the department will be focused on meeting the needs of individual associates to better meet their development plan guides as set forth in individual performance evaluations at the beginning of each calendar year. Additionally, all suggested training and education that enhances an associate's ability to perform their individual job description will be given serious consideration by management.

This policy shall be deemed as consistent with Town policy regarding **Attending Seminars, Conferences, and Meetings** as described in the **Town of Westfield Personnel Policies, Procedures, and Benefits Manual, Section 3.020, page 9**. Specifically, as stated in the above referenced policy, *"Employees will be entitled only to regular straight time pay (for 8 hours or 7 1/2 hours whichever is the normal work shift) while attending approved seminar, conference or workshop during the normal workday. If evening participation is required for training, supervision may approve overtime pay on a case-by-case basis."*

Procedures to be followed for training and education requests:

1. Training and education requests shall be submitted on the proper form, "Training and Education Request Form", provided by the department.
2. Any request made must be submitted to the requesting associate's direct supervisor.

3. Once a request is received by supervision a decision will be made to support or deny the request. Supervision will communicate the decision (approval / disapproval) in writing.
4. Associates requesting training and educational instruction in preparation for a state examination (Examples: DSL, WT3, Class 1, Class II, Class III, Class IV) as required by their job description will be approved only once for financial assistance. Additionally, one exam application per license will be funded by the department. In other words, if an associate is unsuccessful in acquiring a license on the first attempt, the department will not participate in future costs associated with acquiring that license.
5. An associate participating in training or education provided or supported by the department will be compensated only for instructional time. Specifically, travel to and from seminars will not be compensated. Additionally, in cases where training outside of the normal working hours (7:30am-4:30pm) is solicited and approved, the department reserves the right to require that training time to be offset from the regular work schedule.

Example 1

If an associate requests to participate in training that will take place on a Saturday from 10am-3pm they may be required to only work thirty-five hours during the Monday through Friday regularly scheduled work week. Management will decide which hours will not be worked during the normal schedule to account for the five hours of training on Saturday.

Example 2

If an associate requests to participate in training that will take place on a Wednesday evening from 5pm-8pm they may be required to work only thirty-seven hours during the Monday through Friday regularly scheduled work week. Management will decide which hours will not be worked during the normal schedule to account for the three hours of training on Wednesday evening.

7. The department will provide transportation to and from training and education activities when possible at no expense to the associate. However, in cases where air travel may be required, the department will expect the associate to obtain personal transportation to and from the airport initiating the travel. Trips such as these shall be coordinated and agreed to by the Director prior to booking or making any travel arrangements.

Bruce A. Hauk, Director
Westfield Public Works



WESTFIELD PUBLIC WORKS DEPARTMENT
Training and Education Request Form

Associate Name: _____ Division: _____

Supervisor: _____

Describe information relative to the course/training program to be considered on this request:

Course Name: _____

Course Number(s): _____ Cost of Training: _____

College, University or Sponsoring Agency: _____

Start Date: _____ End Date: _____ Class Day(s), Time(s) _____

Please attach a description of how this course work or training program relates to your current WPWD duty assignment or to a prospective duty assignment. Please attach any relevant documents or explanations.

I understand that time off from work and reimbursement of allowable expenses may be granted only within Town of Westfield Personnel Policies, Procedures, and Benefits Manual, Section 3.020, page 9 on Attending Seminars, Conferences, and Meetings. Reimbursement depends upon successful completion of course work as defined in that procedure.

Signature of Associate: _____ Date: _____

For Supervisor- Please confirm eligibility requirements and sign

Eligibility Requirements

Successfully completed 180-day probationary period (circle one): Yes No
Full-time employee of WPWD (circle one): Yes No
Request is consistent with policy regarding Attending Seminars, Conference, and Meetings (circle one): Yes No
Request is: (circle one): Approved Disapproved
Special Provisions: Offset Work Schedule Compensation Overtime

Supervisor: _____ Date: _____

Please print: _____ Date: _____

Director: _____ Date: _____

Final (circle one): Approved Disapproved

