

CIVIL SERVICE COMMISSION POLICY

SUBJECT: REASSIGNMENT FOR TRAINING CIVIL SERVICE RULES AND REGULATIONS, SECTION 63(3)	FILED UNDER:	ITEM NO: 1.20 PAGE 1 of 2
APPROVED BY: _____	EFFECTIVE DATE: 5-19-93	
AUTHORIZED SIGNATURE		
NOTES:		

The Reassignment for Training Policy is established to assist user departments in implementing training programs for the development of City employees and to facilitate the training program review and approval process conducted by the Civil Service Commission.

POLICY:

Selection for Training

In keeping with the philosophies of Equal Employment Opportunity and Affirmative Action, it is recommended that operating departments provide employees with notice of training and development programs. Selection will be based upon individual merit, the needs of the employee, and the needs of the City.

Departmental requests for a training of reassignment to the Civil Service Commission will be accompanied by a Training Plan completed by departmental management, an Employee Consent Form, and a Statement of Qualifications form completed by the employee. Civil Service staff will review these documents to assure the following: a) that the program will adequately prepare the individual to perform the duties of the new classification; b) that the employee understands the training plan; c) that the employee will meet the minimum qualifications for the new classification upon successful completion of training.

Training Plan

The training plan shall include goals and objectives of the assignment, training methods, a time estimate for completion of the plan, and criteria to measure satisfactory completion of the assignment. Length of training assignments will not normally exceed one year.

The goals and objectives will cover the substantive duties of the classification as stated in the classification specification. Training methods, which will enable the individual to attain each specific objective, will be outlined.

The training plan is clearly the most important component in the entire process. Positive results are more likely if the goals and objectives are clearly stated, time frames are appropriately established and overall criteria to gauge proficiency are developed in advance of the actual assignment. The individual selected for the training assignment must also indicate that he or she has read the training plan and understands its contents. The employee will retain a copy.

Employee Consent Form

Each request for reassignment for training must be accompanied by an Employee Consent Form. This form must be fully completed and signed by the employee. The employee will retain a copy of the consent form.

Statement of Qualifications

Requests for reassignment for training must also be accompanied by a Statement of Qualifications form completed by the prospective trainee. Civil Service staff will review the statement to determine if the employee will meet the minimum training and experience requirements for the new classification upon completion of the training assignment. For example, if the Sewer Maintenance Crewmember classification requires one year of experience in sewer maintenance, with one year of experience in construction or maintenance substituting for six months of the sewer experience, then a person with one year of experience as a Maintenance Assistant would qualify if the training assignment lasts for six months.

Only employees who have attained permanent status in their current classification will be considered for reassignment under Section 63(3). Probationary employees are not eligible.

Civil Service Commission Action

Based on the information provided by the requesting department, Civil Service staff will report findings to the requesting department and prepare a staff report to the Civil Service Commission recommending approval or denial of the request.

Completion of Training

Successful completion of the training assignment does not guarantee that the employee will pass the examination, be transferred to the classification or be appointed to the position. The employee will be eligible to compete in an examination for the specified classification upon successful completion of training. An employee appointed to a new classification will be required to serve a new probationary period.

When the training plan is completed or terminated, the operating department will promptly return the employee to his/her former permanent position. The supervisor and division manager will co-sign the training plan and forward a copy to the Civil Service Department, indicating the employee has successfully completed the training assignment. If the assignment was terminated prior to completion, the reason(s) for the termination will also be indicated.

Monitoring

Upon Civil Service Commission approval of the reassignment for training request, the time spent by the participating employee in the training program will be monitored by Civil Service staff. The Civil Service Department will notify the operating department immediately prior to and subsequent to expiration of the training term.