

## Sacramento Suburban Water District

**Training and Career Development Policy**

Effective: November 17, 2003

Revised: September 19, 2005, October 15, 2007; November 21, 2011

---

**100.00 Purpose of the Policy**

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development for its employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for the employee's personal growth, enhance job skills and encourage positive professional behavior.

**200.00 Policy**

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities to increase employee job proficiency and improve work force stability. This policy is expected to enhance the District's ability to attract and retain outstanding employees.

**300.00 Authority and Responsibility**

The General Manager or his/her designee is authorized and responsible for establishing a training program that provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate. Further, the General Manager or his/her designee is authorized to establish a career development program that will enhance employee skills in accordance with the District's mission statement, values, goals and principles. Fees, tuition and expenses will be paid by the District as determined and approved by the General Manager.

**400.00 Policy Review**

This Policy will be reviewed at least biennially.