

Sacramento Suburban Water District

Training and Career Development Policy

Effective: November 17, 2003

Revised: October 15, 2007; November 21, 2011; December 21, 2015; November 20, 2017

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. This policy reminds employees that developing and promoting a positive organization image is essential to the District's future operations.

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 retain and attract outstanding employees.

300.00 Authority and Responsibility

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) 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, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager is further authorized to establish career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals and principles; fees, tuition and related 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.