

City of Richmond

Administrative Manual

SUBJECT: Training Policy

SECTION: Human Resources

POLICY NUMBER: AP 309

INITIAL DATE PREPARED: July 1, 2015

I. Purpose

The City of Richmond encourages and promotes training and professional development opportunities for all its employees. In order to build and retain a skilled and effective workforce, the City is committed to providing training opportunities to expand employees' knowledge, skills, and leadership abilities.

II. Eligibility

All employees serving the City of Richmond are eligible to participate in training opportunities. Department Heads are encouraged to recommend any training and development opportunities that benefits employees. Department Heads are also encouraged to develop departmental staff programs specific to the needs of the department.

III. Employee Responsibility

It is the responsibility of the employee to attend required training programs and maintain all required certifications and/or licenses.

All employees are encouraged to discuss with their supervisor and/or Department Head opportunities for professional development in relation to their current job or for future advancement within the City of Richmond. Compliance with the Travel Expense Policy and Procedure (AP 508) is required whenever travel is necessary for training purposes.

If applicable, training opportunities pursued on an employee's personal time may be reimbursed through the City of Richmond tuition reimbursement/professional development (see applicable MOU).

IV. Procedure

Funds for training and all cost affiliated with the training must be budgeted and accounted for in each departmental budget.

Prior to incurring any expenses or registering for any training, an employee must seek approval from their immediate supervisor.

Registration for trainings and workshops conducted by the City of Richmond can be completed by accessing the Employee Self Service online. To attend trainings other than

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those trainings conducted by the City of Richmond, a submission of a Request for Travel/Training Form (Exhibit AP 508-2) with approval signatures of supervisor and Department Head is required prior to the training, conference, and/or workshop. Training requests that require travel for attendance and are outside of California or Nevada require authorization from the City Manager. In addition, the Finance Director is required to approve travel requests made by the Mayor and/or members of the City Council. Training that requires travel outside of the United States requires the authorization of the City Council. The Mayor approves for the City Manager, City Attorney and City Clerk.

Travel expenses related to employee training must be reasonable (see AP 508). Employees are expected to consume meals provided at the conference/seminar and will not be reimbursed for meals covered by the registration fee. Original itemized receipts for expenses and detailed explanation of the nature of the expenses are required as outlined in AP 508.

Please consult the City Attorney's Office or the Fair Political Practices Commission for questions regarding training/travel regulations specific to Form 700s filers. www.fppc.ca.gov