



EMPLOYEE TRAINING & CERTIFICATION(S) POLICY

PURPOSE

To define the City's policy regarding employee training and certification(s) in relation to the minimum requirements of respective job descriptions.

POLICY

Many City job descriptions include, as part of the minimum requirements of the job, specific certifications the employee must possess or obtain. The intent of the job description is to identify all minimum qualifications, including but not limited to: education, experience, training, licensing, certification(s), recertification, and continuing education credits/units, which must be maintained as a condition of continued employment.

GUIDELINES

- The City will authorize funding for new and continuing maintenance of Federal, State, and City certifications as required by the employee's "current" job classification, along with the prerequisites of the necessary certifications. Funding by the City will be provided for certifications specifically stated in the employee's current job description as a minimum requirement of the respective job classification. See example "A."
- If an employee's job description requires the employee to obtain a certification by selecting from a choice of certifications, the Department Director/Division Manager will have final discretion over the employee's certification choice. This decision will be based on the operational needs of the department/ division. For example, in the event that multiple employees are certified in an area that mandates an employee to be certified, the Department Director/ Division Manager will determine whom that one employee may be based upon the following: regulatory requirements, needs of the department, job classification, seniority, and employee job performance. If it is determined that more than one person is needed to be certified the Department Director will determine whom that may be based upon the above noted factors.
- Employee reimbursement shall occur in accordance with City Personnel Rules and Regulations, Section 24.00, Training of Employees, and the T.C.E.A. Memorandum of Understanding, Section 9:02, Certification Exams.
- Certifications and prerequisites of certifications not specifically identified as a minimum requirement of the employee's job description, but listed in the job description as granting knowledge in an area that would benefit the City by enhancing safety to the employee, co-workers, and/or the citizenry, shall be approved at the discretion of the Department Director. Final approval shall be with the City Manager. See example "B."
- Certifications, licenses, education, training and continuing education units that an employee chooses to pursue for the sole purpose of promotional opportunities, but which are not a part of the employee's current job description, shall be obtained at the expense of the employee.
Note: This language does not affect the Education Reimbursement Plan, (T.C.E.A. MOU, Section 11:03). All guidelines noted in this section of the MOU remain in effect. Participation in this program (Education Reimbursement Plan) is contingent upon the availability of funds.

This Policy does not apply to Public Safety Employees.

- In the event that an employee possesses a certification at a level higher than specified in their particular job description, the City may, at the sole discretion of the Department Director/Division Manager, pay the entire cost of certification renewal. Factors upon which the Director/Division Manager may base his / her decision include but are not limited to: operational need, organizational need, funding availability, and regulatory requirements.

Example A.

Certain employment job descriptions require certifications or licenses issued by outside agencies. In many cases, the issuing agency requires minimum standards or prerequisites to qualify to take a certification or license examination. Similarly, in order to maintain those certifications or licenses the employee must obtain education related contact hours or continuing education units acceptable to the issuing agency.

For instance, prior to taking an examination for a Grade II Distribution System Operator, the California Department of Public Health requires the applicant to have one 36 hours (3-unit) course of specialized training covering the fundamentals of water supply principals.

In order to maintain the certification the California Department of Public Health requires Grade II certificate holders to obtain 16 contact hours during three years period the certificate is valid. Renewal of that certificate requires proof of those contact hours earned.

Example B

Most City employment job descriptions contain language specific to knowledge of certain principals or practices. In the case of a Maintenance Worker II this includes the following;

- Methods, techniques and safety practices used in maintaining parks, streets, buildings and related facilities.
- Use and application of herbicides, pesticides and fertilizers.
- Streets, buildings and grounds and parks construction materials, methods, terminology and practices.
- Safety precautions and practices necessary in working with hand tools, mechanical equipment and other items related to the construction, operation and maintenance of facilities.

Additionally, there is a section providing for the ability to perform certain tasks. In the case of a Maintenance Worker II this includes the following;

- Set up forms, pour and finish cement.
- Apply ISA pruning standards when pruning trees.
- Work independently in the absence of supervision.
- Assist in the training of less experienced personnel.
- Remove concrete and asphalt, using a backhoe or a concrete saw.
- Operate heavy duty trucks to job sites.

Although not a certification or license requirement, it would be prudent of the City to provide, at its discretion, the training of employees in those areas that would enhance the ability and knowledge of the employee. The benefit to the City would be a more skilled employee better able to perform the work required of their job assignment.