

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT CITY TRAINING POLICY	Number 70.01	Issue 2	Page 1 of 6
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1. PURPOSE

- 1.1. To establish a *training* policy to: a) ensure that all employees receive *training* necessary to carry out their jobs; b) support staff in their career development and in optimizing their levels of individual performance; and c) promote *training* and *development* of employees as an intrinsic part of the City's departments and programs.
- 1.2. To ensure that each department, major division or program specifically designates the coordination of *training* functions to an individual or office.

2. SCOPE

- 2.1. This regulation applies to all City employees.

3. DEFINITIONS

- 3.1. Training - Learning experiences that enhance knowledge and development of workplace skills.
- 3.2. Tuition Reimbursement - City-funded program that reimburses employees for course work taken through accredited institutions and organizations. (See A.R. 70.30, tuition Refund Plan)
- 3.3. Mandated Training - *Training* required by federal, state, or local regulatory agency, or as part of a legally binding settlement agreement or consent decree; For example: sexual harassment prevention, storm water pollution prevention, equal opportunity employment, hazardous materials, occupations safety and health, public safety, and other regulatory agency required training.
- 3.4. Required Training - *Training* required by the Mayor's Office, Department Head, Appointing Authority, or Supervisor, for employees of the City or of a Department, or employees within a designated job classification or occupational category.
- 3.5. Recommended Training - *Training* suggested by the Mayor's Office, Department Head, Appointing Authority, or Supervisor, for employees of the City or of a Department, or employees, within a designated job classification or occupational category.
- 3.6. Employee Development - Optional *trainings* that enhance knowledge and education related to the current job, career advancement, personal growth or wellness.

(Supersedes Administrative Regulation 70.01, Issue 1, April 15, 1996)

Authorized

(Signature on File)

CHIEF OPERATING OFFICER

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- 3.7. City-wide Trainers Committee - A taskforce with representatives from Department/division *training* offices and *training* programs which meets on a regular basis to review and recommend improvements to City-wide *training* programs, policies and procedures.
- 3.8. SAP SuccessFactors Learning - A learning management system which assists departments in maintaining employee *training* records and requirements.
- 3.9. SAP SuccessFactors Learning Administrator(s) – Employees who have been assigned an Administrator role which allows them access to enter, update, maintain, and report on employee *training* information in *SAP SuccessFactors*.
- 3.10. Department/Division Training Coordinator - A centralized section or positions within a department that has been designated by the Department director or Appointing Authority to be responsible for providing information on employee *training* requirements and maintaining employee *training* records for the Department or Division.
- 3.11. Training Program - A *training* program established by the Mayor, Administrative Regulation or Department Policy, to conduct and/or provide specific *training* under the direction of the Training Program Manager.

4. POLICY

- 4.1. Provide fair access to appropriate *training* opportunities for all City employees.
- 4.2. Comply with federal, state, and local laws and regulations regarding *training* requirements.
- 4.3. Inform employees and their supervisors of *training* requirements and availability of scheduled classes so that they may understand and be accountable for completing appropriate *training* identified for their job classification occupational category.
- 4.4. Provide employees with *training* opportunities appropriate to meet mandates and requirements, to maintain or enhance job performance, and to assist in employee career *development*.
- 4.5. Ensure tools provided in the “Employee Performance Review Program”, such as the “Employee Performance Plan” and the “Career Enhancement Plan”, are used to record supervisor and employee commitment to *training*.
- 4.6. Advise employees of the availability of the *Tuition Reimbursement* Program (See A.R. 70.30, “Tuition Refund Plan”).

5. RESPONSIBILITY

- 5.1. Chief Operating Officer or designee
 - 5.1.1. Ensure the implementation of the *Training* Policy.

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5.2. City-wide Trainers Committee

- 5.2.1. Meet on a regular basis to review and recommend improvements to City programs, *training* policies and procedures.
- 5.2.2. Make recommendations to the Chief Operating Officer regarding employee *training* and *development*.

5.3. Department Director or designee

- 5.3.1. Ensure that *training* needs of the Department are identified and that a *program* to address them is developed, implemented, and effectively communicated to employees.
- 5.3.2. Identify appropriate resources required to meet all applicable *training* mandates and requirements, and provide for *training* necessary to safely and efficiently serve customers.
- 5.3.3. Review the Department's *training program*/activities periodically to ensure that sufficient *training* is being provided and updated for employees in each job classification or occupational category.
- 5.3.4. Ensure that supervisors are encouraged to include an employee *training* and *development* component as a standard for evaluation in the *Employee Performance Review Program*, using tools such as the *Employee Performance Plan* and the *Career Enhancement Plan*.

5.4. The Deputy Director(s)

- 5.4.1. Ensure that Department-identified *training* needs are met for the Division.
- 5.4.2. Review *mandatory* and *required trainings* for their Division to verify they are current and reflective of the changing needs of Division employees.
- 5.4.3. Ensure that all Division employees are scheduled for and attend *trainings*.
- 5.4.4. Ensure Employee Performance Plan include standards for participation in *training*.
- 5.4.5. Supervisory Employee Performance Plans must also include a standard for ensuring their subordinates complete all *mandated* and *required training*.

5.5. Department/Division Training Coordinator or designee

- 5.5.1. Liaise with the City Employee Learning and Development Division for *training* with City-wide implications.
- 5.5.2. Locate *training* resources for the identified needs.

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- 5.5.3. Ensure that information is provided to employees regarding *mandated and required training* by advising personnel of upcoming *training* opportunities.
- 5.5.4. Maintain attendance records in department sponsored *SAP SuccessFactors* classes.
- 5.5.5. Maintain records that include course outlines, course titles, dates, length, name of instructors, and signatures of attendees.
- 5.6. The *Training Program Managers* or equivalents will:
 - 5.6.1. Coordinate specified *mandatory* or *required trainings* which meet subject matter requirements.
 - 5.6.2. Maintain attendance records in department sponsored *SAP SuccessFactors* classes.
 - 5.6.3. Maintain records that include course outlines, course titles, dates, length, name of instructors, and signatures of attendees.
 - 5.6.4. Provide *training* information to appropriate regulatory agencies as requested.
- 5.7. Supervisor(s)
 - 5.7.1. In conjunction with the Human Resources Department, Payroll Specialist(s), and/or *Department/Division Training Coordinator*, develop procedures to ensure their new employees are given orientation *training*, and all their employees receive *training* which is *mandated* or *required*.
 - 5.7.2. Ensure employees enroll in and attend *mandatory* and *required trainings*. Provide appropriate discipline for non-attendance and/or unacceptable behavior in any *mandated, required* or *recommended trainings*.
 - 5.7.3. Review *training* needs on an ongoing basis to ensure that *trainings* are appropriate to the changing needs of employees in the workplace.
 - 5.7.4. Assist employees in identifying their needs and encourage employees to attend performance or skill *development trainings* which will enhance their work performance and promote career development.
 - 5.7.5. Provide technical skill and job site specific *training* to subordinate employees.
 - 5.7.6. Maintain tailgate, line-up, or equivalent meeting records and supply copies to appropriate *training programs, training coordinator*, and regulatory agencies, as needed.

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5.7.7. Hold employees accountable for applying the skills acquired in the *trainings* to their jobs.

5.8. Employee(s)

5.8.1. Obtain from the supervisor, *SAP SuccessFactors*, or other relevant sources, information on available *training* specific to their identified *training* needs.

5.8.2. Attend *trainings* as assigned or approved.

5.8.3. Arrive at *trainings* on time, bring specified materials, fully and constructively participate in *trainings*.

5.8.4. Apply the skills learned in *trainings* to their jobs.

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APPENDIX

Legal References

N/A

Forms

N/A

Subject Index

Administrative Regulation 70.01 City Training Policy

Administrative Regulation 70.30 Tuition Refund Plan

Administering Department

City Mayor