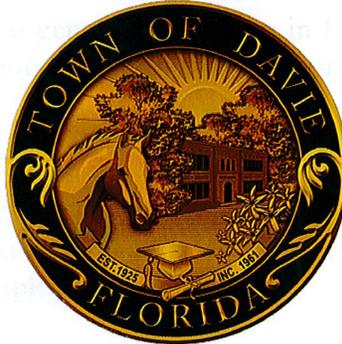


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**ORIENTATION AND TRAINING
SOP #21-005**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Stacy H. S. Hays

Author

Becky Beek

Town Administrator

9/29/12

Date

9-24-12

Date

1-1. POLICY.

It is the intent of the Town of Davie to conduct orientation and training programs to familiarize employees with the Town and enable them to learn their assigned jobs and to develop the skills required for efficient job performance.

All employees must attend a general orientation in Human Resources which includes an orientation to the organization as well as a benefits orientation, when applicable.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, and Seasonal employees.

1-3. PROCEDURE.

- a. It is the responsibility of the Town Administrator in conjunction with Department Managers and Human Resources, to foster and promote in-service training of employees. Approval will be granted for training and education which applies to Departmental activities. The purpose of this training is to improve the level of service rendered to the public, to improve the quality of personnel and to assist employees in preparing themselves for advancement in Town Service.
 - b. Human Resources will establish standards for training programs, assure that training is carried out as approved, and prepare certificates or other forms of recognition of persons who satisfactorily complete approved courses and programs.
 - c. Human Resources will provide assistance to Department Managers in developing and conducting training to meet specific needs of their Departments/Divisions and to assure that supervisory and management training is available to all Departments/Divisions.
 - d. An orientation program will be conducted for all newly hired employees. The primary purpose of the orientation program is to acquaint new employees with Town Policies and Guidelines in addition to the explanation and selection of benefits. Additional subjects to be covered and the scheduling of the programs shall be determined by Human Resources.
 - e. Employees will be asked to participate in continuing education and training programs when such instruction is considered necessary for satisfactory job performance.
 - f. Supervisors will be responsible for on-the-job training involving new methods, systems, techniques, and equipment.
 1. Employees assigned as on-the-job trainers will be provided with instructional aides.
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2. On-the-job training will be conducted during normal working hours.
- g. Special programs dealing with cost reduction, quality improvement, compliance with government regulations, and so forth will be developed and conducted on an as needed basis.
 - h. Supervisory and Management Development Programs will be conducted for prospective and present supervisors and managers.
 - i. Self-instructional programs and materials may be made available for employee use. The use of these materials will be voluntary.
 - j. All Town sponsored or conducted orientation and training programs in-house will be evaluated as to the quality of the instruction, the content, and the results.
 1. Evaluation forms will be prepared and distributed by the Human Resources Department at the conclusion of each program.
 2. Supervisors of employees participating in Town programs will be requested to evaluate the effectiveness of the programs in terms of operating results.
 3. Participants in Town programs may be required to take tests to determine the extent to which they have learned the knowledge and skills being taught.
 4. Records will be maintained by Human Resources of all training programs completed by each employee.
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