

POLICY # A3-4.1

TRAINING POLICY ALL EMPLOYEES

It is the responsibility of Department Heads to train and develop employees in the duties of their positions. It is the goal of the Town of Wayland to also provide training classes, courses and seminars from time to time for its employees to assist them in the execution of their duties and to provide an improved level of service to the community. The Human Resources Department, with input and requests from Boards, governing bodies and Department Heads, may make a variety of training opportunities available to employees. It is the intent of the Town that training opportunities be made available to as broad a cross-section of employees as possible. It is the responsibility of Department Heads to identify appropriate individuals within their departments when training opportunities arise.

In many instances training opportunities will be voluntary. However, specific circumstances will occur when a training session is mandatory for an employee. A mandatory training may be the result of new or existing legislation, or it may be deemed necessary for optimal operations of Town business. In such cases the Personnel Board or its designee may designate a training session as mandatory and will notify the Department Head of such.

Employees may be asked to provide their Department Head or the Assistant Town Administrator/Human Resources Director with an evaluation of the class, course or seminar attended. The purpose of the evaluation is to determine the effectiveness of the training and to identify useful classes, courses and seminars for other Town employees.

Personnel Board Updated : November 16, 2005