

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section F: **EMPLOYEE DEVELOPMENT**
No. 01 **Employee Development and Training**
Revised and Approved: **04/08/22**

1.0 Purpose:

- 1.1 The City of Grand Prairie is committed to providing employees with skill development opportunities to enhance professional and skill development that may assist in their advancement and growth.

2.0 Scope:

- 2.1 This policy applies to all departments.

3.0 Procedures:

- 3.1 Human Resources shall create, coordinate, offer, and/or implement training programs and activities to assist in employee development and teambuilding.
- 3.2 Departments needing specific training for generalized skills, teambuilding, professional development, or other areas for which Human Resources has expertise may contact Human Resources directly to find solutions or alternatives.
- 3.3 Human Resources may assist the department in identifying, developing and/or conducting training, surveys, teambuilding activities or other unique solutions to meet their specific needs.
- 3.4 Available training hosted and/or coordinated through Human Resources shall be made available to employees through the city's Human Resources Information System (HRIS) and/or the Learning Management System for which employees can register and attend.
- 3.5 Employees shall follow processes for those systems to sign up for and attend training and shall follow any internal departmental requirements communicated to request and seek approval for training, as applicable.
- 3.6 Where possible, departments may coordinate with Human Resources if specific training, tracks or courses for which the department hosts, can be uploaded and added to such systems for ongoing employee training and tracking in their departments.
 - a. Departments should contact Human Resources if interested in loading certain courses hosted in that department to the system.
 - b. Human Resources will help assess if such training is appropriate for the system and to develop tracks with the department if more than one course is in the track.
 - c. Human Resources may work with the department to assign new employees, certain levels of employees, etc. as appropriate, to the tracks as mandatory at the department's request to ensure all get such training.
- 3.7 In cases where certain training is required city-wide or for certain work groups, Human Resources may assign employees to such training and provide deadlines to complete the training to be compliant with internal and/or external requirements.
- 3.8 Human Resources shall track training attended by employees for courses in these systems.
- 3.9 Human Resources may contract with external experts where needed to provide effective training solutions.

4.0 Appendices: None