



SECTION: HR
TOPIC: TRAINING 01
GENERAL
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMPLOYEE TRAINING AND EDUCATION

1. All employees of Dane County are to receive sufficient training that will enable him/her to perform his/her duties in an efficient, competent, safe and friendly manner.
2. Employees are to be encouraged to pursue continued training and education to update and expand the knowledge and abilities needed to perform his/her present jobs and other reasonably related Dane County jobs of a career interest.
3. Appointing Authorities are to be responsible for ensuring that employees receive sufficient training and education consistent with the above criteria, operating needs and available training funds.
4. The Employee Relations Division shall cooperate with Appointing Authorities in this regard by monitoring training and educational programs available and advising Appointing Authorities of such programs.
5. Whenever positions are eliminated, Dane County will attempt to retrain employees when necessary and practical.
6. Dane County will cooperate with other agencies and labor unions in developing training programs to meet the training needs of its employees.

END OF POLICY