



PERSONNEL RULES

EMPLOYEE PERFORMANCE ON-THE-JOB TRAINING §7302

Overview: The purpose of this rule is to encourage employee participation in self-improvement through on-the-job training with the goal of improving the quality and timeliness of those services Tehama County employees provide in the course and scope of their Tehama County employment. On-the-job training must be directly related to the employee's specific current professional career field in Tehama County and is not intended to serve as a method of career advancement outside of their employment in Tehama County.

Applicable to: All Tehama County employees. Unpaid education leave of absence is not applicable to Department Heads, Elected Officials, and Extra-Help.

Definitions: Continuing Education Units (CEUs): Continuing education units are a measurement used within continuing education programs and are mandated in certain professional fields to maintain a license or certificate as specified in the employee's job description or approved by the Department Head.

On-the-Job-Training: On-the-job training is a time and cost-effective method of using internal resources, knowledge, and talent to assist in the development of employees.

Guidelines: It is the policy of the County of Tehama to encourage training, self-improvement and personal development programs for employees through on-the-job-training. On-the-job training is developed and assigned by Department Heads and the employee's supervisor or their designee, is completed during the employee's scheduled workday, is directly related to their specific current professional career field in Tehama County and is paid by the Department.

On-the-job training shall not be used as a mechanism for a Department to pay an employee's tuition for college level coursework, to qualify employees for other positions, or to obtain certifications required to promote.

On-the-Job Training

The responsibility for developing and assigning on-the-job training for employees shall be assumed by the Department Head and the employee's supervisor or their designee. The Tehama County Personnel Office may aid in the process. On-the-job training is completed during the employee's regularly scheduled workday and can occur through demonstration, lecture, seminars, assignment of reading materials, or attendance at conferences inside or outside the workplace. Assigned training should be for the purpose of strengthening the effectiveness and broadening the knowledge of employees in the performance of their respective duties. Assigned training shall have a direct bearing on the work of the employee. On-the-job training shall not be used for the purpose of qualifying for non-County related employment.

All on-the-job training shall be assigned or otherwise approved in advance by the Department Head or their designee. Consideration should be made for the following:

- Impacts on the Department's operations and its ability to provide services and perform functions in the absence of the employee.

- Subject of training in relationship to the function performed by the employee and the Department, and the employee's professional development.
- Value and expense of the training in relationship to the enhanced work performance expected to result from the training.

The cost of on-the-job training will be paid by the Department, including any other expenditures incurred, such as transportation, lodging, meals, registration, etc., as a result of participating in the training. The Department must have an adequate budget to cover costs associated with training..

Occasionally, the County's budget may not permit on-the-job training to be paid by the Department, however; the employee may be willing to incur expenses associated with training themselves if the employee is permitted to attend the training during work hours. In this instance, with the prior approval of the Department Head, an employee's participating in training may be considered regular hours worked and recorded as such on the employee's timesheet.

Unpaid Education Leave of Absence

An employee, with prior approval from the Department Head, Personnel Director, and Chief Administrator, may be granted up to two (2) unpaid education leave of absence not to exceed twelve (12) months each to pursue advanced education. When reviewing requests for an unpaid education leave of absence, considerations should be made for the following;

- Impacts on the Department's operations and budget and its ability to provide services and perform functions in the absence of the employee.
- Whether advanced education will increase on-the-job skills or improve the employee's qualifications for promotions.
- The employee has demonstrated a high motivation for self-improvement and indicates a desire to make County employment a career.
- The employee has demonstrated superior work performance in their present position and can perform in a more responsible position.
- The employee has demonstrated potential, motivation, and suitability for further educational opportunities.

Unpaid education leave of absence may be taken on an intermittent basis or as a continuous block. Requests for unpaid education leave of absence shall be initiated by the employee at least sixty (60) days in advance of the desired start date for the unpaid education leave of absence. The request should include the specific reason for the request, the desired start date, and the expected return date. If approved, the Department Head may request Board of Supervisor approval to temporary fill the employee's vacancy with a temporary allocation in accordance with TCPR §2201: Position Allocation List.

Employees approved for a continuous block of unpaid education leave of absence will have their leave banks frozen until their return to full-time employment. In addition, employees will have their salary anniversary date adjusted in the same manner as other employees who are in a non-pay status. Further, during unpaid education leave, employees will not accrue leave accruals, seniority, service credit towards their retirement, nor will they be eligible to participate in the health insurance plan or receive the deferred compensation match or any other benefits. For employees approved for an intermittent unpaid education leave of absence, accruals and health insurance plan contributions will be prorated accordingly. Deferred

compensation match will not be impacted by an intermittent unpaid education leave of absence.

Continuing Education Units (CEUs)

At the Department Head's discretion, County may pay for or reimburse an employee for their registration fees and course materials for continuing education classes, which are required to maintain licensure or qualification for continued County employment and not taken for the purpose of qualifying for another position or qualifying for non-County employment.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Employee Employees who wish to receive on-the-job training or request an unpaid education leave of absence should communicate with their Department Head or designee and complete an Unpaid Education Leave of Absence Request form.

Department Head The Department Head or their designee is responsible for reviewing requests for on-the-job training and unpaid education leave of absence received from employees and approving or denying the requests in consultation with the Personnel Director and Chief Administrator.

Personnel Office The Personnel Office is responsible for providing employees with information regarding on-the-job training. In addition, the Personnel Office may aid in the process of developing and assigning on-the-job training for employees.

Required Forms: Unpaid Education Leave of Absence Request form

References: Database of Accredited Postsecondary Institutions and Programs (<http://ope.ed.gov/accreditation/>); TCPR §2201: Position Allocation List

Effective Date:

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.