

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Training

NO: 145.05

DATE: 11-17-15

AMENDED:

DISTRIBUTION: All Departments

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Director of Human Resources

APPROVED: 

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding training programs for the employees of the Town of Bloomfield.

The Town of Bloomfield will provide all training required by law as well as developmental training opportunities for supervisory and nonsupervisory personnel.

II. RESPONSIBILITY

It is the responsibility of the Department Head to identify the training needs for specific employees and/or positions within the department.

It is the responsibility of Human Resources to identify global training needs (where all employees must receive the same training) as well as specific training for supervisors in leadership, supervision and employee relations. Human Resources is responsible for identifying training classes, for coordinating with departments to schedule training and for tracking training for all employees.

It is the responsibility of the Department Head and Human Resources to collaborate to ensure that legal training needs are met, to evaluate the effectiveness of training provided and ensure sufficient funding is available through the budget process.

III. FORMS

None

IV. PROCEDURE

A. The department(s) meet a minimum of annually with Human Resources to identify needs and agree to a training schedule. This is most effectively done during the budget development process.