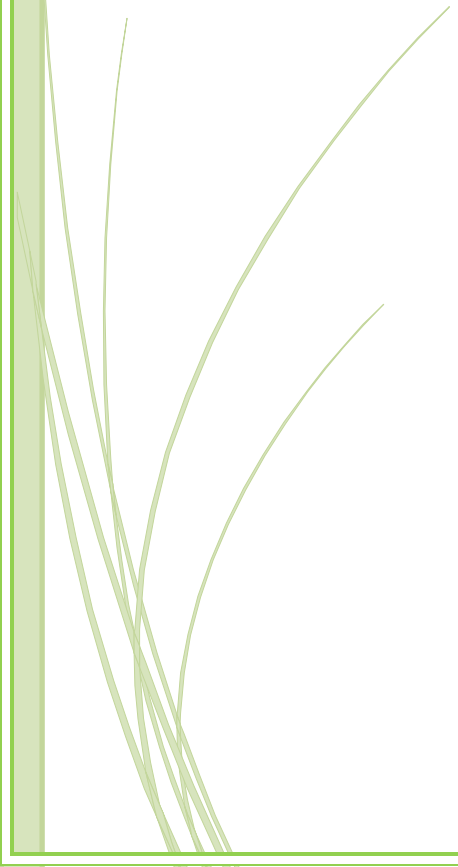


Employee Cross Training Program

July 2016



Employee Cross Training Program

I. Introduction

The Employee Cross Training Program is designed to assist employees increase the effectiveness of their performance in their present position; and to encourage and provide opportunities for employees to obtain skills, knowledge and abilities which may improve their chances for career advancement within the Authority.

The employee has the primary responsibility for individual career development and should, therefore, make career interests known to the supervisor/manager and initiate the request to participate in the Employee Cross Training Program.

There is no promise of compensation, employment, or benefits to the participant (Attachment F).

II. Definition and Purpose

Training is designed to:

- a. help employees acquire and enhance skills, knowledge and abilities;
- b. enhance employees' opportunities for mobility and advancement within the Authority. Training may allow employees to be minimally qualified for the position in which they are cross-training; and
- c. in some cases, provide managers with an opportunity for succession planning.

The program's primary purpose is to formalize training efforts. The program documents will identify the employee's supervisor/manager; outline the nature of supervision to be received; set forth the specific tasks to be assigned to the trainee; describe the skills, knowledge, and abilities to be acquired by the trainee; provide the timetable by which these activities will be governed; and provide a schedule for evaluation of the trainee's progress.

III. Guidelines

Eligibility: Employees, with "meets job standard" performance or better, at least one year of service, with the permission of his/her supervisor/manager and based on business needs.

Approval: The application for training must be approved by the employee's department manager and by the department manager in which the training will occur.

Length of Training: Cross training placements **shall not exceed six (6) months or 100 hours**. Training placements should be scheduled for **no less than four (4) and no more than 16 hours per week**. The employee's home department and the training department will negotiate specific schedules with sufficient care to guarantee minimal disruption to the employee's home department and to the training department. Training is generally done during normal business hours.

IV. Planning for Training

Application for Cross Training: The process of applying for cross training is a joint venture involving the employee, his or her department manager, and the department manager of the department providing the training.

After identifying a cross training opportunity, the first step is the completion of an Application and Agreement for Cross Training. While the employee has the primary responsibility for completion of the application, the applicant is encouraged to obtain the support and assistance of their supervisor/manager, and the department manager providing the opportunity for Training & Development.

The Application and Agreement for Cross Training will describe the employee's current job: the skills, knowledge and abilities the employee hopes to gain through cross training, and the objective(s) the employee ultimately wishes to achieve through cross training. Any skills, knowledge or abilities which are prerequisites for placement in the training department will be described. The application is also the vehicle for setting forth the cross-training schedule and documenting all necessary approvals.

V. Implementing the Cross Training

Complete the Application and Agreement for Cross Training (Attachment A) and the Cross-Training Employee Agreement (Attachment F)

Obtain signatures of all parties on application/agreement and return documents to Human Resources.

Cross Training Orientation Checklist (Attachment B)

Complete the orientation check list. This check list is designed to help the supervisor/manager introduce the trainee to his or her new work area and confirm the conditions of the training program.

Cross Training Progress Report (Attachment C)

Complete the cross-training progress report at the midpoint of training. The training supervisor/manager and the trainee complete the report together and submit a copy to Human Resources. The purpose of the progress report is to evaluate how well the trainee is performing assigned tasks, measure the acquisition of skills, knowledge, and abilities, and make plans for the next rating period.

VI. Training Evaluations

Cross Training Employee Evaluation (Attachment D)

The trainee and the supervisor/manager together complete the final evaluation. The purpose of the evaluation is to determine if the trainee's objectives have been met and to document the specific skills, knowledge, and abilities the trainee has acquired. The evaluation will be placed in your personnel file.

Cross Training Program Evaluation (Attachment E)

The trainee and trainee's supervisor/manager complete the program evaluation form together. The purpose of this form is to provide their respective evaluations of the program.

Application & Agreement for Cross Training

Trainee Name: _____

Interested in Training for (what job) _____

Skills, Knowledge, and Abilities to be acquired by trainee:

1. _____
2. _____
3. _____
4. _____
5. _____

Date Training Begins: _____ Date Training Ends: _____

Days: _____ Time: _____ Total Hours Per Week: _____

Trainee Signature: _____ Date: _____

*Submit completed original to Human Resources
HR will distribute copies to trainee, current Supervisor/Manager and to the training
Supervisor/manager.*

Cross Training Orientation Checklist

(Complete on the first day of training)

Date _____

Trainee Name _____

Home Department _____

Training Department _____

Training Supervisor/Manager _____

The following items need to be discussed by the trainee and the supervisor/manager, to introduce the trainee to the new work area, and to confirm the conditions of the cross training program. Please check each item as it is covered.

_____ Overview of training department's organization structure, objectives, operations, and procedures.

_____ Training department safety regulations and dress code.

_____ Training department rules regarding break and meal periods.

_____ Training department procedures regarding absences.

_____ Review of Training Plan (confirm task assignments, timetable for acquisition of skills, knowledge, and abilities; and schedule for completion of Training Progress Reports).

_____ Other (Please Specify).

Trainee Signature Date _____

Training Supervisor/Manager _____ Signature Date _____

Original to: Human Resources

Copies to: Trainee, Trainee 's Supervisor/Manager

Cross Training Progress Report

Date _____

Trainee Name _____

Training Supervisor/Manager _____

Time period covered by this progress report _____
From _____ To _____

| Skills, knowledge, and abilities to be acquired during this rating. | Evaluation of skills, knowledge, and ability acquisition. Indicate whether acquired or not yet acquired. |
|---|--|
| | |

Cross Training Employee Evaluation
(to be completed by trainee's supervisor)

Date _____

Trainee Name _____

Home Department _____

Training Department _____

Training Supervisor/Manager _____

Were all the listed skills, knowledge and abilities acquired by trainee?

_____ Yes _____ No If "No" please explain:

Were trainee's objective(s), as described in the application for training met?

_____ Yes _____ No If "No" please explain:

Overall evaluation/additional comments by supervisor/manager regarding trainee's performance: _____

Overall evaluation/additional comments by trainee regarding trainee's performance: _____

Trainee Signature Date _____

Training supervisor/manager Signature Date _____

*Original to: Human Resources
Copies to: Trainee
Trainee's Supervisor/Manager*

Cross Training Program Evaluation (Supervisor complete)

Date _____

Trainee Name _____

Training Supervisor _____

Your role during cross training: Supervisor/Manager _____

1. What is your overall evaluation of the Program for Employee Cross Training?

Unsatisfactory

Satisfactory

Outstanding

Comments: _____

2. What do you see as significant strengths of the program?

3. What do you see as significant weaknesses of the program?

4. Do you have any suggestions for improving the program?

5. Did participation in the program prove beneficial to you/your department?

6. Did the training promote interest in the position if an opening becomes available?

Original to: Human Resources

Copies to: Trainee, Trainee's Supervisor/Manager

Cross Training Program Evaluation
(Employee complete)

Date _____

Trainee Name _____

Training Supervisor _____

Your role during cross training: Trainee _____

1. What is your overall evaluation of the Program for Employee Cross Training?

Unsatisfactory

Satisfactory

Outstanding

Comments: _____

2. What do you see as significant strengths of the program?

3. What do you see as significant weaknesses of the program?

4. Do you have any suggestions for improving the program?

5. Did participation in the program prove beneficial to you/your department?

6. Did the training promote interest in the position if an opening becomes available?

Cross Training Employee Agreement

Date _____

Trainee Name _____

Supervisor/Manager _____

I am aware that I am participating in this cross-training program on my own time for the purpose of enhancing my skills, knowledge, and abilities. I do this for enhancing my skills, knowledge, and abilities solely for my personal purpose or benefit, without promise or expectation of compensations, employment, or benefits. My volunteer services will not be evaluated in my regular department or in connection with my regular duties, and I understand I will not displace a regular employee.

Trainee Signature

Home Department Supervisor/Manager Signature

Home Department Manager Signature

Human Resources