

## Sacramento Suburban Water District

**Training and Career Development Policy**

Adopted: November 17, 2003

Ratified without changes on: November 20, 2023

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**100.00 Purpose of the Policy**

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development opportunities for District employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for personal and professional growth, enhance job skills, and encourage positive professional performance for employees. Employees, managers, and human resources should all collaborate to build a continuous professional development culture, which is essential to the District's future operations.

**200.00 Policy**

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities, formal training sessions, employee coaching and mentoring, attending conferences as appropriate, on-the-job training, job shadowing, and job rotation to improve employee job proficiency, knowledge, and skills. This policy is expected to enhance the District's ability to retain and attract outstanding employees.

**300.00 Authority and Responsibility**

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager or his/her designee is further authorized to establish training and career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals, and principles; fees, tuition, and related expenses will be paid by the District as determined and approved by the General Manager.

#### **400.00 Policy Review**

This policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.