

**CITY OF MILPITAS, CALIFORNIA**  
**STANDARD OPERATING PROCEDURE**

**SUBJECT: TRAINING POLICY**

**I. PURPOSE OF THE POLICY**

It is the policy of the City to assist employees in improving their work performance and to encourage professional and technical skills development by providing business-related training opportunities. The City recognizes the importance of a quality training program to stay in the forefront of technology. In times of reduced resources, training of employees becomes even more critical in developing and retaining a workforce that can effectively meet the needs of the community. However, the City also recognizes that increased attention should be paid to costs and needs of training to ensure that it is of benefit to both the employee and the City and is cost efficient. The purpose of this SOP is to establish City policy, guidelines and conditions for the approval of employees' training.

**II. TRAINING OBJECTIVES**

- To promote regionalism and ensure that Milpitas interests are represented at the state and national level – Department and Division Heads are encouraged and allowed to participate in conferences sponsored by State and National affiliations in order to maintain the City's position and receive recognition for Milpitas contributions and accomplishments.
- To protect the City's technological investments – Employees are encouraged and allowed to participate in technological training in order to maintain the skills needed to effectively operate the various technological systems invested by the City.
- To improve employees' technical skills – Employees are encouraged and allowed to participate in professional training in order to improve their work performance and to better serve the community.
- To fulfill contractual and professional requirements – Professional and management employees who are required to maintain their professional certifications and licenses are encouraged and allowed to participate in training that will fulfill these requirements.

**III. PROCEDURES**

**A. General Conditions**

1. Training may be a class, seminar, workshop, or conference that directly relates to an employee's job requirements or represents an opportunity for professional development to enhance an employee's skillset. Professional development training should be mutually beneficial to the City and employee.

2. All out of state travel to attend conferences or training must be approved in accordance with SOP 6.1 Travel and Expense Reimbursement Policy.
3. It is recommended that whenever feasible, only one representative from each department, division or function attend training at a time. Sharing of the materials from the training is encouraged.
4. All training shall be scheduled in such a manner as to avoid interruption of providing services to the public.
5. Emphasis shall be placed on specialized or targeted training identified in the employee's work plan. Training should be consistent with the employee's responsibilities.
6. Local training should be a priority over outside the Bay Area training. Employees should not travel outside the Bay Area if the same or similar training is available locally within a reasonable timeframe, unless waiting for a more proximate training session will negatively impact special certification or license requirements.

**B. Responsibility of the Employee**

1. Employees must complete the Travel Authorization and Expense Report Form and obtain the approval of his or her supervisor and Department Head for the training and travel prior to travel in accordance with SOP 06-01, Travel and Expense Reimbursement Policy.

Employees are encouraged to share information learned from the training/conference in a manner established by Department Heads.

**C. Responsibility of the Supervisor**

1. Supervisors must determine that training for any employee will not interrupt service to the public and every attempt shall be made to avoid payment of overtime while the employee is attending training.
2. Supervisors must verify that training is not available through internal City-wide training.
3. Supervisors must evaluate whether the training is consistent with the employee's work plan and responsibilities, and is equitable within the work unit, or whether the training provides a professional development opportunity that is mutually beneficial to the employee and City.

**D. Responsibility of the Department Head**

1. Department Heads are responsible for preparing a training budget that meets the needs of the department and the responsibilities of the employees, within budget constraints.
2. Department Heads are responsible for approving training request that do not require overnight travel.
3. Whenever the City may benefit from a number of employees participating in a training course, the Department Head should consult with Human Resources Department to determine the feasibility of providing the training in house.

4. If the Department Head denies any training request, the request must be returned to the employee with a written explanation of the reasons for the denial of the request.

**E. Responsibility of the City Manager**

It is the City Manager's responsibility to review each department/division's training budget during the budget process to ensure that the City's objectives are met and to approve all travel requests consistent with SOP 06-01, Travel and Expense Reimbursement Policy.

**F. Expense Reimbursement**

Travel and training expense reimbursements are subject to the procedures and guidelines established under SOP No. 6-1, Travel and Expense Reimbursement Policy.

APPROVED:



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Steven G. McHarris, City Manager

16-13/SOP/07-20