



9.01 EMPLOYEE DEVELOPMENT AND TRAINING

Program Overview

In order to achieve the Human Resources vision for the City of Portland to have a highly trained, competent and motivated workforce, the City recognizes that continuing education and development of employees are important contributions toward the productivity and professionalism of the City's work force. Development and management of the City's workforce to sustain and improve performance enhances the delivery of services to the public as well as job satisfaction.

New Employee Orientation

Upon hire with the City of Portland, new employees will have the opportunity to attend a new employee orientation. For new employees, a comprehensive orientation enables them to be better integrated into the City's work force and ultimately provide better service to the public.

Training and Development

Employees will be trained to the extent practicable as needed to facilitate high-quality performance. Training sponsored by the City of Portland for an employee should be related to the duties currently performed or as needed to prepare the employee for more responsible assignments likely to be performed in the future. Training not directly related to the duties currently performed by the employee should be directed toward a career within the City or otherwise be in the best interests of the City.

Training programs should be structured to either support the business interests of the bureau or enhance the development of employees' careers and job opportunities in the City. Training programs should include systematic methods for assessing training needs, providing training to meet priority needs, selecting personnel for training, and evaluating the training provided.

Citywide Training and Development Classes

City employees at all levels are eligible for most of the courses offered by Training and Development, attendance requires bureau approval. Some workshops have restricted enrollments (e.g., City of Portland employees only, current Managers and Supervisors only, etc). Others, while not restricted, are best suited for employees at specific levels or occupations. Providing the employee meets enrollment restrictions, if any, the decision of whether an employee may or may not participate in training during regular work hours, on City time, and/or at City expense is at the discretion of that employee's bureau and its management/supervisory staff. Exceptions to bureau discretion include workshops and courses that are required through Council Ordinance or other mandates.

Training and Development also develops and/or coordinates policy oriented training, such as workforce violence prevention, employee discipline and investigating discrimination complaints.

**Professional Skills
Development and Training
Curriculum**

The purpose of professional development is to provide training to meet the business and learning needs of bureaus and employees, through a collaborative process.

**Workforce Planning and
Development**

The purpose of the [Workforce Planning and Development](#) is to facilitate the development of an integrated citywide program of succession planning and development in order to ensure a skilled and effective workforce.

**Technical and Professional
Associations**

The City encourages employee membership and participation in technical and professional associations and activities on a local and national level. Within the constraints of approved budgets, bureau directors may approve leave, professional dues reimbursement and/or reimbursement for attendance at professional meetings, seminars and similar work-related activities.

Training Administration

[Schedule of Training](#)

Training for City employees may be conducted both during and outside of an employee's regular work schedule. Regular or overtime wages will be paid for mandatory training outside the employee's regular work schedule in accordance with applicable State and Federal laws, Human Resources Administrative Rules or collective bargaining agreements.

**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
