

CSJ University Training Programs**4.3.7****PURPOSE**

The purpose of this policy is to provide guidelines for employee participation in learning programs (i.e. instructor-led and “e-Learning”) offered through CSJ University, the City’s Learning Management System.

SCOPE OF APPLICATION

This policy applies to regular, full-time City employees and part-time benefited employees only. Unbenefited employees may be eligible to participate in instructor-led learning programs in accordance with the registration guidelines included in the policy.

POLICY

The City of San José encourages and supports employees who participate in training programs (instructor-led and e-Learning) where such programs promote employee development, partnership, and organizational enrichment.

A wide variety of training is available through CSJ University (contract or temporary workers are not eligible). The training program should improve the employee’s skills and knowledge as required by the employee’s present position, benefit the employee’s professional development as a City employee, or enhance the employee’s career development with the City of San José.

A. Registration:

Participants are required to obtain manager/supervisor approval. Regular, full-time employees and part-time benefited employees may register for training via CSJ University. Part-time unbenefited employees who wish to participate in instructor-led learning programs should coordinate registration with their Department Administrator.

Meet with your manager after the completion of the course to review the course objectives and discuss ways to apply knowledge/skills to your current job.

B. Participant’s Responsibilities:

- Fully engage in the learning process.
- Apply the knowledge/skills acquired through training to current and planned job responsibilities.
- Maintain training content privacy, as training content is property of the City of San José. Content should not be shared with others outside of the organization.

CSJ University Training Programs**4.3.7**

- Work with your manager to develop a training schedule that minimizes interruptions during the course.
- Ensure you continue to complete your regular assignments in a timely manner. Participation in trainings through CSJ University should not impede your ability to perform the regular duties of your position.
- Complete all training during regularly scheduled hours. Participation in CSJ University learning programs **must not** result in overtime compensation.
- Meet with your manager after the completion of the course to review the course objectives and discuss ways to apply knowledge/skills to your current job and provide feedback for course/curriculum improvement.

C. Manager's Responsibilities:

- Review and approve training requests where the training improves the employee's skills and knowledge as required by the employee's present position; benefit the employee's professional development as a City employee; or enhances the employee's career development with the City of San José.
- Assist the participant with a schedule that fits his/her workday and meets the needs of the organization.
- Support the learning experience by providing constructive feedback before and after the training session.
- Find opportunities for the participant to use the new knowledge or skills they have learned in their current position.

D. Cancellation: The department will be charged a cancellation fee for non-completion or no shows for those courses with a fee.

PROCEDURES

The following procedure applies to all requests for online training programs

Responsibility**Action**

Employee

1. Request supervisor approval to take any course including E-Learning.

