



SECTION: HR  
TOPIC: TRAINING 03  
NOT JT CNCL/65  
FEBRUARY, 2007

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: EMPLOYEE TRAINING AND EDUCATION EMPLOYEES -- OTHER THAN JOINT COUNCIL OR LOCAL 65**

Forms Needed:

Conference/Training & Education Request 012-21(11/82)

**RESPONSIBILITY**

**ACTION**

- |                             |   |
|-----------------------------|---|
| Appointing Authority        | 1. Solicit or receive request from employee for attendance at course or program and/or direct employee to attend course or program.   |
| Employee                    | 2. Complete the Attendant information of the Conference/Training & Education Request and route it to the department head.   |
| Appointing Authority        | 3. Approve or deny employee attendance at such program and, if approved, process payment for course or program fee from departmental training accounts are available and submit to Controller.            |
| Controller                  | 4. Issue a check to appropriate organization or employee.   |
| Appointing Authority        | 5. Route documentation of course completion to Employee Relations Division. This step also applies for employees who successfully complete training/education courses or programs at his/her own expense. |
| Employee Relations Division | 6. File documentation of course completion in official employee personnel file.   |

**END OF PROCEDURE**