
DISTRICT EMPLOYEE TRAINING PROCESS (PSL-P093)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the employment training. The employee's notification of District training, administrative referral for District training, and tracking of District training.

2.0 RESPONSIBILITY:

- 2.1 Departments

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 Dept – Departments
- 4.2 HRA – Human Resource Analyst
- 4.3 HRS—Human Resource Services

5.0 PROCEDURE:

- 5.1 Current employee and/or new employee will be referred for District training by HRA and/or site administrator.
- 5.2 The employee to be contacted by the corresponding Dept.
- 5.3 Each Dept to maintain all training materials and information specific to their provided training.
- 5.4 The employee will submit a Training Evaluation Survey at the end of the training session to the trainer.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Training Evaluation Survey. (PSL-210)
- 6.2 Administrator Referral for District Training form. (PSL-215)
- 6.3 Employee Notification of District Training form. (PSL-F216)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Referral form and Training form	HRS Office	Database Personnel File	None	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/01/09	A	Initial release

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6/15/11 B Changes to definition and procedure

***** E n d o f p r o c e d u r e *****