



CHAPTER: Career Development

SUBJECT: Education and Training

POLICY NUMBER: 4.900 PAGES:1

RELATED POLICIES: ENABLING RESOLUTION: REVISION DATE(S):
31-09 35-09 2/88 2/09 3/23

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of this Policy is to allow employees to pursue professional and career development opportunities.

II. Policy

- A. The Sedgwick County Chief Human Resources Officer shall have full responsibility for the general direction of the Career Development program. The Employee Development Manager shall be assigned the day-to-day operations of the program.
- B. The Department of Human Resources will update the training management software with available training classes for the purposes of professional and self-development.

III. Procedure

- A. The Employee Development Manager, in the Human Resources Department, may be contacted for career counseling any time during work hours.
- B. Career Development classes will be available for enrollment on the training management software. Employees are responsible for enrolling in the training prior to the date of the class. If an employee is unable to attend the class, it is the responsibility of the employee to remove his/her name from the training roster through the training management software.
- C. Employees will have access to their training records through the training management software.