



Office of the City Auditor
Policies and Procedures

Number: 6.2.4

Title: Requesting Training

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Approved by:

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Stephen T. Boyd

I. Policy

OCA staff shall submit an electronic Training Request Form to attend any training course that is not pre-approved through development of the office's annual training plan.

II. Purpose

The purpose of the request process is to provide staff an opportunity to attend training that may be outside the scope of the annual training plan and to provide course information and registration details for all approved training.

III. Definitions

A. **Electronic Training Request Form.** An electronic form that identifies the training course to be taken, the needs that will be met by the training, and any costs associated with attending the training. The information provided on this form is meant to assist the Assistant City Auditor and the Training Coordinator in making the decision to approve the request. The form also assists the Training Administrator in registering the requestor into the training course and processing the payments for the training.

B. **Annual Training Plan.** See Policy 6.2.3.

IV. Procedures

A. A completed Electronic Training Request Form will be submitted to an employee's Assistant City Auditor, who will review the request based on the feasibility of taking leave from the employee's project. Decisions will be made within a week.

- B. The Training Request Form will subsequently be submitted to the Training Coordinator. Approval of the request will be based on availability of funds and needs of the office.
- C. Approved requests will be submitted to the Training Administrator, who will enroll the requestor in the respective training course and process the payment for the training.

V. Responsibilities

- A. Each employee is responsible for completing the Electronic Training Request Form and submitting it to their Assistant City Auditor. In addition, each employee is responsible for making sure that requested training has been researched and corresponds with their training plan, applicable professional certification requirements, and/or a specific office need. Each employee is also responsible for providing the Training Administrator with appropriate documentation (certificate in most cases) that the training was completed.
- B. The Assistant City Auditor will review the Electronic Training Request Form to ensure that the absence associated with the requested training will not adversely affect the employee's current project. In addition, the Assistant City Auditor will review the request with the employee's annual training plan in mind.
- C. After the Assistant City Auditor's approval, the Training Coordinator will review the Training Request form, taking into consideration budget constraints and other factors, and make a decision whether to approve it.
- D. After the Training Coordinator's approval, the Training Administrator is responsible for:
 - 1. Registering each employee into approved training in a timely manner,
 - 2. Processing the payment for the training, and
 - 3. Maintaining appropriate documentation that the training was completed.