



Office of the City Auditor
Policies and Procedures

Number: 6.2.6	Title: Continuing Education Hours: Reporting and Tracking	
Original Date:	Revision Date:	Approved by:
01/15/2002	06/18/2009	Taylor Dudley

I. Policy

OCA shall maintain records related to continuing education hours (CE hours) obtained by OCA staff, and periodically review those records for accuracy.

II. Purpose

The purpose of this policy is to maintain a central location for CE hours record-keeping and to ensure that the office has the appropriate records needed to document the CE hours obtained.

III. Definitions

- A. **Continuing Education Hours (CE hours)** - See Policy 6.2.3.
- B. **CE Database** - A database within the Performance Measurement and Reporting System (PMRS) database that tracks continuing education hours received by each employee.

IV. Procedures

- A. Training certificates shall be attached to timesheets on the week that the training is taken. Should an employee receive a certificate after timesheets are due, the certificate should be given directly to the Administrative Specialist.
- B. Training information from the certificates shall be entered into the CE database and the certificates filed in the employee CE files. Information and filing shall be complete by the first of the month for certificates received the previous month.

- C. A report listing CE hours by employee will be provided to the Executive Management Team at their scheduled monthly meeting to aid in decisions regarding requested training.
- D. An annual audit of the CE records will be conducted in the first month of the fiscal year to ensure that:
 - 1. CE information contained in the database can be substantiated with appropriate certificates, and
 - 2. Certificates contained in employee files are properly represented in the CE database

V. **Responsibilities**

- A. **All OCA staff** are responsible for using the CE database to check progress toward meeting GAS core competency and CE hours requirements when requesting or approving training (see policy 6.2.4 Requesting Training) and for attaching training certificates to their timesheets, or giving the certificates directly to the Administrative Specialist when necessary.
- B. The **Administrative Specialist**
 - 1. Responsible for entering the information from the training course certificates into the CE database and for filing the certificates in employee CE files.
 - 2. He/she is also responsible for developing the monthly reports that are given to the Executive Management Team and for auditing the CE records.