



Department of Public Works and Engineering

On-The-Job Training Policy No. 3-12

Purpose

To provide employees an opportunity to learn and gain new skills that will enhance their understanding of all facets of his or her assigned work group.

Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former departmental policy, procedure or directive.

Policy

Training opportunities may be offered at the employee's request, subject to the operational needs of the work group, or when another employee is temporarily absent from work due to vacation, illness, injury, etc.

1. Assignments of on-the-job-training (OJT) can only be made at the discretion of the division to which the employee is assigned, and must have prior approval from the appropriate Assistant Director.
2. Approval of OJT assignments will be made on the basis that applicants meet as a minimum the following criteria:
 - A. Must possess a valid Texas Driver License or Commercial Driver License (CDL) if required by the position.
 - B. Must meet the minimum education requirements of the position.
 - C. Must be in compliance with Administrative Procedure 2-2, Operation and Use of Vehicles by Employees, if driving is required.
 - D. Most recent performance evaluation must reflect an overall rating of "Effective" or better.
 - E. Must have received no disciplinary actions, including a Level 1 (Reminder 1) during the preceding twelve (12) months.
3. Those employees approved for OJT assignments will receive evaluations every thirty (30) days to be signed by the appropriate manager. The training period will not exceed ninety (90) days. Consecutive OJT assignments are at the discretion

Approved:

Dele A. Rudick

Date Approved:

3/15/17

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All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

of management; however employees are recommended to have at least 90 days in their regular assignment following two (2) OJT assignments.

4. Selection into these positions is not to be considered as appointment to an "Acting" position.
5. Participation in any training position is not a promise of promotion. All promotions must be done on a competitive basis in accordance with the City of Houston Civil Service Rules and Regulations.
6. Employees will complete and sign an "On-the-Job-Training Agreement Form" (Attachment A).

Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action.

Attachments

| Attachments | Title |
|--------------------|------------------------------------|
| A | On-the-Job-Training Agreement Form |

Revision History

| Rev. | Revision Date | Modified by | Description |
|------|---------------|-------------|-------------------------------------|
| 01 | 03/15/17 | DO/MSB | New format/Minor change in language |

ON-THE-JOB TRAINING AGREEMENT FORM

I hereby volunteer to receive on-the-job training for _____.

I understand that this training is to enhance my skills and help my organization when it is short of
_____. This is not a permanent assignment and does not
(Classification)

constitute a promise to promote me. I understand that all promotions have to be done on a competitive basis in accordance with the City of Houston Civil Service Rules and Regulations. I intend to apply for job openings as my new skills develop. I understand that this voluntary training is not out-of-classification work and therefore, does not entitle me to any monetary compensation.

Since this is voluntary, I can withdraw from this training program at any time with no adverse impact.

Date

Employee Signature

Job Classification/Employee Number

Printed Employee Name

Approved/Disapproved

Assistant Director or Designee

Date

Date

Progress Status

Manager's Initials

Employee's Initials

| | | | |
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| _____ | _____ | _____ | _____ |
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