



CITY OF SACRAMENTO
DEPARTMENT OF GENERAL SERVICES
FLEET MANAGEMENT DIVISION

Date: July 1, 2010
Topic: Training Guidelines
From: Fleet Training Team
To: All Fleet Management Employees
Approved: *Keith Leech*
Keith Leech



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1. GENERAL GUIDELINES

A. PURPOSE

In order for Fleet Management to remain an organization whose workforce is characterized by high performance and continual learning, equal access to training and development opportunities must be provided. The purpose of this document is to establish training procedures and guidelines for Fleet Management Division employees.

This set of training guidelines will provide the following benefits to leaders, supervisors and staff: (1) Training opportunities will enhance skills, competencies and capabilities; (2) provide equal access to training resources both internal and external; (3) provide skills, competencies and capabilities required for diversified work assignments; (4) establish a clear procedure for obtaining training; (5) establish effective documentation and training record keeping; and (6) provide a career development road map for the various positions within the Fleet Management Division.

Fleet Management encourages division employees to improve their knowledge, skills, and abilities in subject areas and promote efficiency, equity, flexibility and safety that will enhance their work performance for the city; to meet legal compliance; to ensure employees are properly trained to perform their designated job on a day-to-day basis; to keep up with current technology; to provide opportunities for employees to enhance their careers, and/or; provide self enrichment training that improves the quality of the employee, even though it may not be directly related to his/her current job. This guideline is also established to support the DGS initiatives to "WOW" our customers (**Attachment 2**).

B. ELIGIBILITY

All career full-time Fleet employees are eligible for training opportunities under the Fleet Training Guidelines. Part-time and temporary employees may be eligible for appropriate training opportunities upon Fleet Management approval.

C. DEFINITIONS

Current Job Related: Training to assure that skill levels of employees are sufficient to be able to perform their jobs and to improve efficiency. This type of training should be related to the employee's current assignments/responsibilities. Examples: training classes offered by associations, professional organizations, educational institutions, etc. Classes will be based on current assignments and responsibilities which may be City paid on City time, contingent on availability of budgeted resources.

Discretionary/Voluntary: Training classes that enhance an employee's repertoire of knowledge and skill. Such classes may not be directly related to their current job assignment. Courses may not be directly related to the job. Examples: Self-improvement, personal choice, etc.

Training may or may not be City paid on City time. All requests for discretionary/voluntary training will be reviewed by the employee's Supervisor and approved by the Operations General Supervisor/Fleet Manager. Flexible work hours may be considered as a viable option.

Employee Educational Assistance Program: Any training or education meeting City guidelines for tuition reimbursement. Training or education may or may not need to be directly related to the employee's current job.

Employees must meet eligibility requirements set forth in the City's Employee Educational Assistance Program (**API 50 available on the City intranet <http://citynet/>**). All courses are to be taken on employee's personal time and expenses are reimbursable based on the policy guidelines. Flexible schedules may be authorized in extenuating circumstances with Operations General Supervisor, Division Manager and Department Director approval.

Required: Any type of training required by the City/department/division or work group based on the employment status and/or work assignment. Examples: Safety, Equipment Use, Diversity, or other courses required by the Department or City.

Required training classes will be approved, but may vary by position and time in the position. Training opportunities may be a result of new regulations or requirements, safety, equipment operation, or an increase in responsibility of the position. All required classes will be City paid on City time.

D. REASONABLE RELEASE TIME

Release time for training purposes shall be evaluated and accommodated on a case by case basis in accordance with the Department of General Services Recommendations on Guidelines for Reasonable Release Time (**Attachment 1**).

2. ROLES AND RESPONSIBILITIES

A. EMPLOYEE

- It is each Fleet Management employee's responsibility to complete any forms required for the training class (example: Fleet Training Request, registration, tuition reimbursement, etc.)
- Employees are expected to complete any training for which they are enrolled.

- Each employee shall supply his/her supervisor any evidence of completion (i.e. certificates, transcripts, course evaluation, etc.) for all courses completed.

B. SUPERVISOR

- The Fleet's leadership staff (Shop Supervisors, Mechanic III's, and management) has the responsibility to research, create notices and recommend appropriate and relevant training opportunities, monitor employees training efforts, and approve release time for employee training.
- Fleet leadership staff will inform employees of available courses.
- Supervisors must ensure that classes are spread throughout the fiscal year adhering to shop/office workload requirements.
- Copies of all training records (i.e. certificates, transcripts, etc.) received from employees after completion of training shall be forwarded to the department's Training Coordinator for and documentation. The completed form will be forwarded to DGS Human Resources for entry into the training database.
- Annually, as a part of the employee's performance evaluation, the employee and his/her supervisor will plan and/or conduct a skills assessment and determine which classes are needed for the current year. Training records will be available from DGS Human resources at the Supervisor's request, and should be reviewed and discussed as a part of the employee's annual evaluation.

C. MANAGEMENT

- To be successful, Fleet Management leadership must; (1) ensure that training opportunities are accessible to all employees; (2) value training; and (3) plan for and allocate a budget for training.

D. TRAINING TEAM

- Annually, the Fleet Training Team will review the training statistics and process with the Fleet Manager and/or Operations General Supervisor(s). It is the intent to evaluate the process, and adjust the process as needed within the division to assure equitable opportunities.
- Additionally, the Fleet Training Team will address issues raised by employees and report back to the Fleet Process Improvement Team regarding progress.

- Members of the Fleet Process Improvement Team shall ensure that all employees are aware of the efforts of the Fleet Training Team.

E. FLEET TRAINING COORDINATOR

- Fleet Training Coordinator provides administrative support and coordination for training implementation.
- Work with the IT department on setting up a list of training classes and tests on the intranet.
- Coordinate information sharing among all Fleet Management staff utilizing tools such as the shared GroupWise mailbox "**DGS Fleet Tech Share.**"

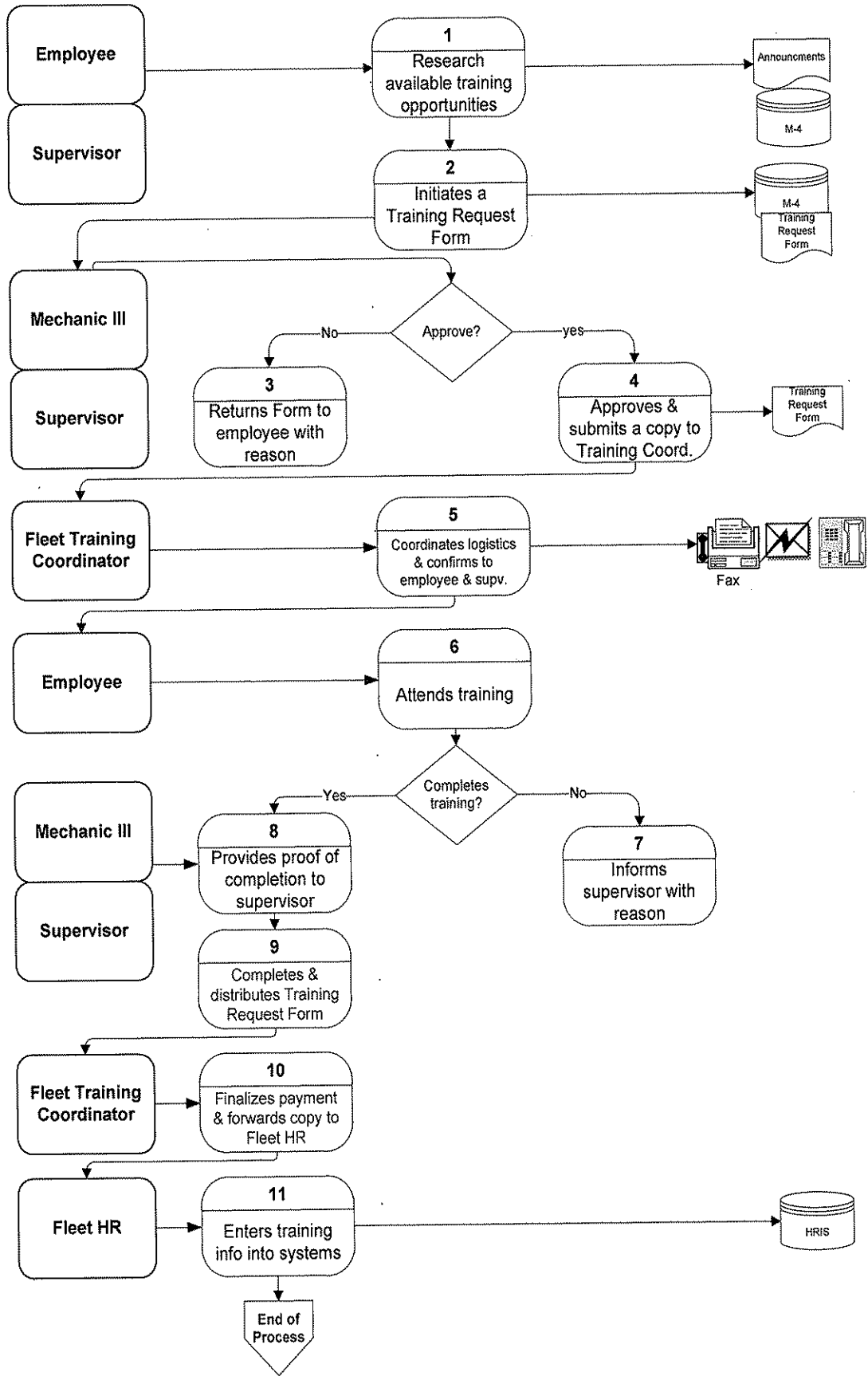
3. **TRAINING PROCESS #1.1.4**

DESCRIPTION: Training process from training initiation to record keeping

BEGIN PROCESS:

ISSUES	STEP NO.	WHO/WHAT	DOES WHAT	SYSTEM, FILE, FORM OR REPORT, ETC.
	1.	Employee, Supervisor	Research available training opportunities	List of available training, M-4, announcements
	2.		Initiates a Training Request Form and submits to Supervisor or Mechanic III.	Training Request Form, List of available training
		Supervisor, Mechanic III	Approves training?	
	3.		If no, returns Training Request Form to employee with reason for non-approval.	Training Request Form
	4.		If yes, approves and submits a copy of Training Request Form to Fleet Training Coordinator for training enrollment, payment, or logistic support.	Training Request Form
	5.	Fleet Training Coordinator	Coordinates training enrollment, payment, logistics, and confirms to employee and approval supervisor.	E-mail, telephone, fax
	6.	Employee	Attends training.	
			Completes training?	
	7.		If no, informs supervisor with reason for non-completion.	
	8.		If yes, provides proof of completion and copies of certification to supervisor.	
	9.	Supervisor, Mechanic 3	Completes Training Request Form and distributes Fleet HR's copy to Fleet Training Coordinator and a copy to employee.	Training Request Form (1 copy to Supv, 1 copy to EE, 1 copy to HR)
	10.	Fleet Training Coordinator	Finalizes payment and forwards copy to Fleet HR.	Training Request Form
	11.	Fleet HR	Enters training information into appropriate record keeping systems.	HRIS
			End of Process.	

City of Sacramento, Department of General Services, Fleet Management Division: Training Guidelines



4. **CAREER DEVELOPMENT**

The following is a listing of job classifications within the Fleet Management Division along with the associated description of duties performed. For each classification there is also a career development roadmap of recommended training for individuals seeking advancement/employment in each classification.

Vehicle Service Attendant

Job Definition: To perform a variety of routine vehicle service assignments within the City of Sacramento Fleet Management Division.

- ◆ Operate and maintain fueling and steam cleaning equipment.
- ◆ Keep accurate records.
- ◆ Wash vehicles, check and replace fluids, perform minor maintenance, and perform general vehicle clean-up tasks as assigned.
- ◆ Report damage or major maintenance requirements.
- ◆ Deliver and operate equipment as required.
- ◆ Pick up and deliver parts and equipment.
- ◆ Perform inspections of vehicle condition and prepare and maintain records of fuel, oil, and mileage.
- ◆ Assist in dispatching and assigning City vehicles.
- ◆ Sweep, clean, and maintain work and garage areas.
- ◆ Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

Equipment Service Worker:

Job Definition: To perform semi-skilled work in servicing, maintaining, and repairing heavy equipment and automotive vehicles.

Depending upon assignment, duties may include, but are not limited to, the following:

- ◆ Grease and lubricate automobiles, trucks and heavy automotive equipment; service batteries and other parts.
- ◆ Perform brake repair and replacement work as required.
- ◆ Identify and report major repair and maintenance problems.
- ◆ Change and repair tires and install and service batteries, spark plugs, light bulbs, engine drive belts and other mechanical parts.
- ◆ Perform preventative maintenance and light repair on City equipment as required.
- ◆ Perform service calls; make temporary repairs; pick up and deliver vehicles to outside garages; pick up parts.
- ◆ Assist in the general maintenance of equipment maintenance shop area.
- ◆ Maintain records and reports relating to equipment servicing.

- ◆ Provide exceptional customer service to those contacted in the course of work.
- ◆ Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

Equipment Mechanic I:

Job Definition: To perform semi-skilled and skilled work in the mechanical repair and maintenance of light and heavy gasoline and diesel driven equipment.

Depending upon assignment, duties may include, but are not limited to, the following:

- ◆ Assist and participate in the routine overhaul, tune-up, and repair work on automobiles, heavy and light trucks, and construction equipment.
- ◆ Inspect, adjust and replace necessary units and parts such as valves, pistons, main bearing assemblies and cooling, fuel and exhaust components.
- ◆ Repair and lubricate automotive and mechanical equipment such as scooters, power saws, and related equipment.
- ◆ Perform lubricating tasks and service heavy and light equipment.
- ◆ Remove and replace a variety of equipment parts.
- ◆ Assist in conducting inspections to identify repair needs and the methods of taking corrective action.
- ◆ Provide exceptional customer service to those contacted in the course of work.
- ◆ Other related duties may also be performed; not all duties listed are necessarily performed by each individual.

Equipment Mechanic II

Job Definition: To perform semi-skilled and skilled work in the mechanical repair and maintenance of light and heavy gasoline and diesel driven equipment.

Depending upon assignment, duties may include, but are not limited to, the following:

- ◆ Assist and participate in the routine overhaul, tune-up, and repair work on automobiles, heavy and light trucks, and construction equipment.
- ◆ Inspect, adjust and replace necessary units and parts such as valves, pistons, main bearing assemblies and cooling, fuel and exhaust components.
- ◆ Repair and lubricate automotive and mechanical equipment such as scooters, power saws, and related equipment.
- ◆ Perform lubricating tasks and service heavy and light equipment.
- ◆ Remove and replace a variety of equipment parts.
- ◆ Assist in conducting inspections to identify repair needs and the methods of taking corrective action.
- ◆ Provide exceptional customer service to those contacted in the course of work.
- ◆ Other related duties may also be performed; not all duties listed are necessarily performed by each individual.

- ♦ Diagnose, repair, and check various automotive, truck, and construction equipment.
- ♦ Perform general overhaul, tune-up, and repair work on automobiles, light and heavy trucks, graders, mowers, motorized sweepers, refuse equipment and other heavy equipment or automotive vehicles.
- ♦ Repair and overhaul brakes, ignition systems, transmissions, differentials, front and rear axle assemblies; repair and install hydraulic pumps and controls; inspect, repair, overhaul and assemble electrical equipment such as, distributors, alternators, and starters.
- ♦ Perform field or shop inspections of heavy and light equipment to determine repair needs or estimate cost of repairs; make field repairs when possible; perform occasional metal work by cutting, welding and other procedures.
- ♦ Assist and train less-experienced personnel.
- ♦ Other related duties may also be performed; not all duties listed are necessarily performed by each individual.

Equipment Mechanic III

Job Definition: Under general supervision the Equipment Mechanic III performs and leads others in skilled journey level work in the mechanical repair and maintenance of light and heavy duty gasoline, diesel, alternative fueled vehicles and equipment, and other mechanical equipment; and to assign and schedule the work of an equipment maintenance shop; and to assign and schedule the work of an equipment maintenance shop or facility.

Depending upon assignment, duties may include, but are not limited to, the following:

- ♦ Schedule and set priorities for maintenance and repair work on City equipment.
- ♦ Make initial inspection on equipment to be repaired and diagnose defects.
- ♦ Generate work orders and evaluate repair work on its completion.
- ♦ Inspect, adjust and replace necessary parts such as: valves, pistons, main bearing assemblies and cooling, fuel and exhaust components and ignition systems.
- ♦ Perform highly technical work on hydraulic systems, fabrication projects, and rebuilding assignments.
- ♦ Order necessary parts, develop estimates and determine which supplier can meet needs.
- ♦ Assist in the supervision and training of subordinate personnel.
- ♦ Assign and schedule work of a fleet maintenance shop.
- ♦ Maintain records and write reports and memorandums.
- ♦ Coordinate maintenance and repairs with other City departments and divisions.
- ♦ Oversee compliance with work rules, safety, and environmental regulation.
- ♦ Provide exceptional customer service to those contacted in the course of work.
- ♦ Other related duties may also be performed; not all duties listed are necessarily performed by each individual in this classification.

Equipment Mechanic Supervisor

Job Definition: To plan, assign, supervise and review the work of a crew of semi-skilled and skilled workers in the mechanical or body repair and maintenance of a wide variety of gasoline and diesel automotive, construction and mechanical equipment.

Depending upon assignment, duties may include, but are not limited to, the following:

- ◆ Plan, assign and supervise the work of equipment mechanics, equipment body mechanics, and other skilled and semi-skilled workers engaged in the overhaul, maintenance and repair of a wide variety of automotive, construction and mechanical equipment.
- ◆ Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices.
- ◆ Make initial inspections in difficult cases and diagnose mechanical defects.
- ◆ Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs. Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.
- ◆ Coordinate equipment repair work with operating departments.
- ◆ Coordinate the establishment of and compliance with work methods and procedures with equipment maintenance administrative personnel.
- ◆ Insure the adherence to safe work practices by shop personnel.
- ◆ Check new equipment to ensure operational correctness.
- ◆ Supervise, train and evaluate subordinates.
- ◆ Perform related duties as assigned.

The following is a road map of what could be accomplished for consideration and the possibility of advancement per classification/job title.

For an individual targeting employment as an Equipment Service Worker:

- 1) Basic/Entry Level Automotive Classes from a local college or trade school.
- 2) B.I.T. Inspection Training
- 3) A.S.E. Certifications
- 4) Commercial Driver's License Training
- 5) On the Job Training: including M4/M5 – parts, work orders, technical/hands-on
- 6) Desire to Learn

For an individual targeting employment as a Mechanic I:

- 1) Basic and Advanced Automotive Classes from a local college or trade school.
- 2) A.S.E. Certifications
- 3) Commercial Driver's License Training

- 4) Willingness to frequently change locations – Rotate through the shops
- 5) On the Job Training: including M4/M5 – parts, work orders, technical/hands-on
- 6) Desire to learn

For an individual targeting employment as a Mechanic II:

- 1) Advanced Diesel and Automotive Classes from a local college or trade school
- 2) Basic or advanced welding classes
- 3) A.S.E. Certifications
- 4) Commercial Driver's License Training
- 5) On the Job Training: including M4/M5 – parts, work orders, technical/hands-on

For an individual targeting employment as a Mechanic III:

- 1) M4/M5 Training – parts, work orders, labor management etc.
- 2) Advanced Diesel and Automotive Classes from a local college or trade school
- 3) Training to run data base reports: Down List, PM Forecast, etc.
- 4) Advanced welding classes
- 5) A.S.E. Certification
- 6) Commercial Driver's License Training
- 7) Professional Development Courses – Supervision, Leadership, Business, People Skills, etc.
- 8) Basic Computer Classes (GroupWise, Outlook, Word, Excel, etc.)
- 9) Fill in for your Supervisor – Ask to be put in charge.

For an individual targeting employment as an Equipment Maintenance Supervisor:

- 1) Additional M4/M5 Training
- 2) Advanced Diesel and Automotive Classes from a local college or trade school
- 3) Training to run data base reports: Down List, PM Forecast, etc.
- 4) Basic Computer Classes (GroupWise, Outlook, Word, Excel, etc.)
- 5) Professional Development Courses – Supervision, Leadership, Business, People Skills, etc.
- 6) Fill in for your Supervisor – Ask to be put in charge.

A sample list of basic classes available to take at the local colleges:

Intro to Welding
Automatic Transmissions
Automotive Brakes
Automotive Electrical Systems
Automotive Fundamental and Shop Procedures
Automotive Heating and Air Conditioning
Basic Engine Performance
Manual Transmissions
Suspension and Wheel Alignment

A sample list of advanced classes available to take at the local colleges:

Advanced Electrical: Engine/Chassis/Hybrid
Advanced Emission Diagnostics and Service
Advanced Engine Performance
Air Brake Systems
Automotive Computerized Controls
Diesel Power Trains
Hydraulic Systems

A sample list of management classes available to take at the local colleges:

Automotive Service Management
Courses from the Business Curriculum
Introduction to Management Functions
Introduction to Supervision

5. RESOURCES

A. TRAINING FORM

The Fleet Training Request Form (**Attachment 3**) includes: Training request, approval and completion verification/information; course evaluation (to facilitate discussion between Employee and supervisor); etc.

B. RESOURCE LINKS

A GroupWise mailbox has been developed as a source for information sharing among Fleet employees. This mailbox is intended to be used as a sort of

discussion/bulletin board for Fleet information. Employees can send or view information at the GroupWise address: "**DGS Fleet Tech Share.**"

In this mailbox, any Fleet Management Division employee can share and view information regarding training, repeat equipment failures/concerns, technology updates, etc.

Ford technical information is available at the following link:
<http://www.fordinstallersupport.com/>

User Name: CityofSac

Current password: cityfleet (this password is subject to change regularly)

C. INTERNAL INFORMATION SHARING

Fleet Management encourages all staff to share work-related information, informally or formally, to work as a team to produce quality work.

1. Below are some suggested items for sharing:
 - Useful and efficient use of tools, service methods, or equipment
 - New tool or equipment use
 - Updated information on equipment, vehicle, or service methodologies
 - Helpful resources
 - Workshop information (train the trainer)

2. Some internal information sharing forums:
 - In-house seminars / meetings
 - Demonstrations
 - Announcements
 - Bulletins
 - E-mail (DGS Fleet Tech Share)
 - Team meetings
 - Shop tours and visits

D. INTERNAL TRAINING OPPORTUNITIES

Fleet Management employees possess a tremendous amount of knowledge and experience. This experience and expertise is a very powerful tool which could be used to train and develop our own employees.

Some potential internal training programs that may be explored and evaluated:

- Mentoring / job shadowing
- Cross training / shop rotations
- Informal on-site training by Fleet personnel

ATTACHMENT 1

**Department of General Services
Recommendations on Guidelines for Reasonable Release Time
Based on API 50: Employee Development Policy**

API 50 established a comprehensive Employee Development Policy that applies to all City of Sacramento Departments and Charter Officers. Departments are encouraged to supplement this policy with Department-specific procedures.

The Navigation Team has drafted the following guidelines related to reasonable release time to participate in employee development opportunities as outlined in API 50. Definitions of employee development opportunities are listed in Section 2 of API 50 (Definitions) and referenced in these guidelines with quotation marks.

- 1) Employee participation in training deemed "Initial Training" or "Mandatory Training," such as New Employee Orientation, Sexual Harassment Prevention, safety training, and any training required by law, professional license, or registration will be accommodated.
- 2) Flexible work schedules for "Continuing Education" may be considered under extenuating circumstances.
- 3) It is the department's intent that all employees be granted a minimum of 24 hours for "Career Development" and "Personal Development" training per calendar year.
- 4) The above guidelines are contingent on maintaining staffing and operational requirements within budgeted resources.

November 6, 2007

MEMORANDUM

To: General Services Employees
From: Reina Schwartz, Director
Subject: DGS Employee Training and Development

Attached you will find a memorandum that was distributed to all Department of General Services exempt managers and supervisors on June 4, 2007, which lists what qualities and skills for employees seeking professional growth and career development.

Also attached is the Department of General Services, Recommendations on Guidelines for Reasonable Release Time for employees which were drafted by the Navigation and Leadership Teams.

Also included in is a copy of the Administrative Policy Instruction (API) 50, Employee Development Policy for all City employees with revised exhibits. Previously, Exhibit A -Individual Skills and Assessment and B - Individual Development Plan were separate exhibits. In this version Exhibits A and B were combined into Exhibit A - Individual Development Plan (IDP).

I urge you to read the attachments and encourage all employees to use the Individual Development Plan (IDP) during your appraisal process to prioritize skill development needs/goals.

If you have any questions, please contact your supervisor or Debbie Reeder, Training and Development Coordinator.

June 4, 2007

A message from Reina J. Schwartz, Director, Department of General Services...

Continued investment in employee development is key to the ability of the Department of General Services to "WOW!" our customers. I know that the quality of services we deliver to our customers is directly related to the qualities and skills of our employees. I appreciate and respect the great service you provide every day.

Continued opportunities for advancement are available within the department and the City. I wanted to share with you what I consider to be ideal qualities for employees seeking professional growth and/or career development.

In my opinion, the profile of the ideal candidate includes:

- An ongoing commitment to WOW! the customer;
- Positive energy;
- An understanding of the changing nature of our diverse businesses;
- A competitive spirit;
- A willingness to be both flexible and adaptable;
- Strong communication skills – both verbal and written;
- A willingness to take responsibility for the success of the organization and for his or her own personal success;
- Creativity;
- A willingness to seek solutions, not simply identify problems;
- An ability to implement technological advancements into our processes;
- Knowledge and understanding of inter/intra-departmental relations and of the City's political structure;
- A strong work ethic; and
- Technical professional skills

While the list above is not prioritized, please notice that "technical professional skills" are placed at the end. This is not because I do not believe in the importance of having outstanding professional skills. Rather, it is to emphasize the recognition that change is occurring in our business at rates not previously seen.

To be successful in this fast-paced environment of change, we need to acknowledge that recognition, advancement, and personal success are no longer simply the rewards of those who have technical skill or longevity of service. In today's market, you are not granted entitlement to advancement simply because you are a great technician or because you are senior. Promotions will be the rewards for those who meet or exceed the above outlined skills. Promotional opportunities will be reserved for those who get up each day and say "How can I contribute today?" The candidate who approaches their work in this way provides value to themselves, their customers, this organization, and their co-workers.

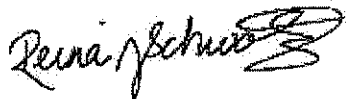
I would encourage all staff, whether you are interested in advancement or not, to seek ways to achieve the above skills and grow both personally and professionally. The City's

Organizational Development division offers a variety of resources (City University, Career Counseling and Development, Wellness, Leadership Coaching, Continuous Improvement, and Inclusion) that may be of help to you in achieving your goals.

Finally, the City's Employee Development Policy (API #50) states that "Employees are responsible for directing their individual learning and development by seeking performance feedback, completing individual skills assessment and individual development plans, and pursuing training and development opportunities on both City and personal time." When asked, your supervisors and managers will assist you with any resources we have available, but you as individuals must assume the ultimate responsibility for your professional growth.

Thank you for all you give to the citizens of Sacramento and the Department of General Services.

Sincerely,

A handwritten signature in black ink, appearing to read "Reina J. Schwartz". The signature is fluid and cursive, with a large, stylized flourish at the end.

Reina J. Schwartz



City of Sacramento, DGS, Fleet Management

TRAINING REQUEST FORM

EMPLOYEE INFORMATION			
Date Requested:	Organization #		
Employee Name:	Employee Number:		
E-Mail Address:	Phone/Extension:		
Supervisor: Work Unit/ Location:	Course Name/Date:		
Required Training? YES NO	Course Provider:		
<input type="checkbox"/> <input type="checkbox"/>	Course Cost:		
TRAINING REQUESTING DETAILS			
Instruction: Please complete (up to #2 below) to request training and give this form to your supervisor.			
1. Training Information and Description of Training:			
2. Reason for Training:			
Status of Request:	ACCEPTED <input type="checkbox"/>	DECLINED <input type="checkbox"/>	Supervisor initials: _____ Date _____
Comments/Overall Training review:			
Status of Training:	COMPLETED <input type="checkbox"/>	INCOMPLETE <input type="checkbox"/>	REASON FOR INCOMPLETE:
<i>Employee Signature</i>			<i>Date</i>
<i>Supervisor Signature</i>			<i>Date</i>
NOTE – Please attach all supporting documentation.			
FOR TRAINING COORDINATOR USE ONLY			
Date Training Form Processed: _____			
Comments: _____			
If completed, confirmation sent to DGS Human Resources for processing:			<input type="checkbox"/> Date: _____

