



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: TRAINING OPPORTUNITIES

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**Date of Approval: July 24, 2013
Effective Date: August 1, 2013**

**Policy Number: 2013-2.6
Associated Personnel Rule: 11**

Policy Form: NA

PURPOSE: To provide the supplemental policy addressing the process for training of employees in accordance with Cook County Personnel Rules for employees in the offices and departments under the jurisdiction of the Cook County Board President.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all Non-Exempt employees holding Positions under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall prevail.

POLICY AND PROCEDURE: The following procedures must be followed when offering and selecting employees to receive Training Opportunities:

No Political Reasons or Factors. All Training Opportunities for employees holding Non-Exempt Positions must be offered and provided in accordance with the Personnel Rules and the Plan, as and if applicable. No Training Opportunity relating to a Non-Exempt Position or to an employee holding a Non-Exempt Position may be granted or denied based on any Political Reasons or Factors.

Training Opportunities. Employees may be offered training in connection with their positions in accordance with the BHR Personnel Rules. Subject to any applicable CBA, training that is not Department-wide or mandatory will be offered to employees based on the operating needs of the Department, and Departments shall make a reasonable, good-faith effort to equitably distribute training based upon operational needs among all employees in the same classification and work unit. Department Heads shall maintain records regarding the types of training offered and employee attendance; said records shall be provided to the Compliance Officer upon request.

Mandatory Training. All mandatory training will be provided to all employees in the same Position(s) or Department(s), as and if applicable. If there is not sufficient space or time to provide such training to all eligible employees in a single session, additional training sessions must be provided.

NPCC. All employees considered for any Training Opportunity pursuant to this Policy and all employees participating in the offer and selection of employees for such training must sign a NPCC certifying that no Political Reasons or Factors were considered.