

Personnel Rule 5.1 - Training

5.1.0 Authority

29 CFR 790 General Statement as to the Effect of the Portal to Portal Act of 1947 on the Fair Labor Standards Act of 1938

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-making Authority

5.1.1 Application of this Rule

- A. The provisions of this subchapter shall be applied to employees of the Seattle Municipal Court except where they conflict with any policy promulgated by the Court and/or General Court Rule 29.

5.1.2 Request and Approval

- A. Employee participation in City-paid or sponsored training is at the discretion of the appointing authority or designated management representative.
- B. The appointing authority or designated management representative may require an employee's participation, or may approve an employee's request to participate, in a training program if the appointing authority or designated management representative determines that the program meets one or more of the following criteria:
 - 1. Supports the employing unit's operations, objectives, and mission;
 - 2. Is expected to improve performance of the employee's current job; and/or
 - 3. Supports the employee's clearly identified career path at the City which has been endorsed by the appointing authority.
- C. Employee training shall be prioritized as follows:
 - 1. Legally required training - training required to comply with federal, state or local regulations; or training required to maintain a professional license necessary for the performance of assigned job duties;
 - 2. Mandated training - programs at which employees' attendance is mandated by the Mayor of the City of Seattle, the appointing authority, or the appointing authority's designated management representative;
 - 3. High priority business needs training- training programs specific to the operations of individual employing units;
 - 4. Employee-driven training for professional/career development - programs and classes voluntarily selected by the employee to enhance his or her qualifications relative to career movement at the City, as opposed to skills improvement relative to his or her current job.

- D. Approval to participate in training opportunities shall include authorization specifying the amount of time the employee may use to complete the program.

5.1.3 Working Hours

- A. Authorized training shall be treated as a work assignment. Employees shall be compensated for time spent in authorized training activities during normal work hours. For hourly employees, time spent in authorized training activities, including completion of assignments, studying, and testing, counts toward the overtime threshold.
- B. Employees may not use paid time, other than accumulated and unused vacation, compensatory time off or other appropriate paid leave, to participate in personal training activities that have not been designated a work assignment by the appointing authority or designated management representative.
- C. An hourly employee must obtain the explicit prior approval of his or her appointing authority or designated management representative to work more than his or her scheduled hours, including work associated with an authorized training opportunity. Hourly employees may be disciplined for working unauthorized overtime.
- D. When an hourly employee's workday is begun prior to and completed subsequent to a class or training program, time spent in transit to and from the class or training program shall be included in the computation of the employee's hours worked.
- E. The appointing authority or designated management representative shall monitor employee progress in authorized training activities and may withdraw approval for the employee's continued participation if the employee fails to meet established deadlines or to achieve predetermined objectives.

5.1.4 Scholarship Advance or Reimbursement

- A. With the advance approval of the appointing authority or designated management representative, and in keeping with the policies and procedures established by the City Finance Director, employees may request designated scholarship funds as cash advances or reimbursements for costs associated with tuition, laboratory fees, textbooks, and other reasonable and usual expenses associated with employee-driven training for professional or career development at the City.
- B. An employee who receives financial assistance from other sources may receive a scholarship advance or be reimbursed by the City only for allowable expenses in excess of this outside assistance.

5.1.5 Use of City Facilities and Equipment for Training Purposes

- A. The appointing authority or designated management representative may approve an employee's use of departmental facilities and equipment, including but not limited to computers, video equipment, and software and licensing agreements, for training purposes.

- B. The appointing authority or designated management representative may schedule an employee's use of departmental facilities and equipment to minimize disruptions to the employing unit's workload and to co-workers. The appointing authority shall be responsible for the security of equipment and facilities when he or she requires or allows an employee to access needed facilities and equipment after normal work hours.
- C. The appointing authority or designated management representative may approve employee access to departmental facilities and equipment for the employee's personal non-job-related training, as long as the employee's use does not interfere with the employing unit's business use of such facilities and equipment. When there is a charge to the public for the use of City facilities, an employee who uses those facilities for non-work purposes shall be subject to the same use conditions.