

CHAPTER 13

Employee Development and Welfare Activities

13.1 Employee Development

It shall be the responsibility of the Human Resources Director to cooperate with department heads, employees and others, to foster and promote programs of training for the County service and in-service training of employees for the purpose of improving the quality of personnel services rendered to the County and of aiding employees to equip themselves for advancement in the service.

13.2 Administration of Employee Development Program

The Human Resources Director shall:

- 1 Recommend to the County Executive standards for training programs and programs for approval as meeting such standards.
- 2 See that training is carried out as approved and shall have prepared certificates or other forms of recognition to persons who satisfactorily complete approved courses and programs.
- 3 Assist department heads in developing and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency.
- 4 Develop and conduct supervisory and management training and other types of training and employee development programs common to all departments.
- 5 Assist department heads in establishing standards of performance and procedures for evaluating employee efficiency.
- 6 Make available information concerning job requirements and training opportunities in order to assist employees in increasing their efficiency in their present positions, and in preparing themselves for promotions to higher positions in the County service.
- 7 Keep a record of all approved training courses and programs and a record of employees who successfully complete such courses and programs.

13.3 Welfare Programs

The Human Resources Director shall cooperate with department heads, employees, the Employees' Advisory Council, and others, to promote measures directed toward more sanitary, safe and healthful working conditions, toward affording better facilities for recreation, toward greater security and economic advantage as by means of group insurance and credit union facilities, and toward any other means of bettering the conditions and improving the morale of County employees.