



# TACOMA HOUSING AUTHORITY

<b>Policy No.</b>	HR-15.01
<b>Policy</b>	Training
<b>Date</b>	September 27, 2009

## 1. Purpose

This policy states THA's expectations regarding the training of its staff.

## 2. Sources for Policy

[No entry]

## 3. Scope of Policy

This policy applies to all staff.

## 4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Human Resources Dept.</i>	The Human Resources Department will coordinate an agency overall training plan and budget in partnership with the department directors and supervisors.
<i>Directors</i>	Directors are responsible for budgeting appropriate training dollars to meet the needs for their staff within budgeting constraints and ensuring costs remain within budget.
<i>Supervisors</i>	Supervisors are responsible for identifying and arranging the appropriate training needs of their staff.
<i>All staff</i>	All staff should assist their supervisors by identifying the training that would help them perform their job. All staff must try to get the most benefit from the training that they attend. They should apply what they learn to their job performance as appropriate. They should share what they learn with their colleagues.

## 5. Definitions

[No entry]

## 6. Forms Associated with this Policy

<i>THA Form HR-15.01(1)</i>	<i>Training Authorization</i>
<i>THA Form HR-15.01 (5)</i>	<i>Training Roster</i>

## 7. Policy

**7.1** Training is an important part of THA employment. It is THA's intention, within budget and time restraints, to train its entire staff as appropriate and necessary to achieve excellent job performance.

THA and staff share the training function. THA's priority is to provide the training necessary to teach a staff person his or her job responsibilities and to keep skills and knowledge current. The staff person's responsibility is to help supervisors identify his or her training needs, to take training seriously, to learn from it, and share what he or she has learned.

- 7.2** Each Department Director in partnership with Human Resources is responsible for identifying and addressing the training needs of their staff.
- 7.3** THA reserves the sole right to decide what training is appropriate and necessary in any given situation and what is affordable. In making that decision, THA may consider budgetary limitations, staffing needs, employee performance, prior training opportunities or other relevant factors. Nothing in this policy promises, obligates or requires any specific training opportunity. Nothing this policy makes or shall be construed to make any promise of specific treatment in any specific situation.