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| HUMAN RESOURCES POLICY/PROCEDURE | | No. HR-024 |
| OFFICE OF PRIMARY RESPONSIBILITY: Human Resources | EFFECTIVE DATE: 10/25/2001 REV. REV. DATE: | Page 1 of 2 |
| SUBJECT: Orientation and Training | | |

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Orientation and Training policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

It is the policy of the Authority to provide an orientation program for new employees and to conduct or support training programs that it determines to be appropriate.

The Human Resources Department is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover corporate history, philosophy, policies, benefits, and new employee files and documentation. Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a coworker to serve as a sponsor to facilitate the new employee's transition.

Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers. In addition, the Authority, to the extent feasible will maintain a library of self-instructional programs and materials for employee use. Training will normally be conducted during regular working hours.

Supervisors may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily.

The Authority may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and inservice programs are required.

The Authority will provide special programs for safety and health matters, when considered necessary or as required by government regulation.

The Authority sponsored or conducted orientation and training programs may be reviewed periodically to evaluate the quality of the instruction, the content, and the results. The Human Resources Department or an outside organization will administer the evaluation, which may involve the testing of participants.

Employees may receive certificates of completion for successfully finishing the Authority's approved or sponsored training and educational programs. The Human Resources Department will maintain records of all training programs completed by each employee.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron W. Brooks*

Date *9 January 2002*

Department Director *L. J. Montey*

Date *1/14/02*