

## **PROCEDURE 603-3 - SUPERVISOR TRAINING**

The Department of Human Resources is responsible for developing and administering the Supervisor Training Institute (STI). STI will cover, at a minimum, recruiting and hiring, performance management, corrective action, documentation, and record keeping, federal and state employment laws, key Human Resources Policies and Procedures, and leadership best practices.

Every employee hired or promoted into a supervisory, managerial, or Human Resources professional position is expected to complete STI within the first six months. The time period may be extended up to an additional six months with approval of the department/agency/office leader. Other employees may enroll subject to availability and the approval of their department/agency/office and the Department of Human Resources.

The Department of Human Resources will offer at least two scheduled sessions of STI per calendar year. Additional sessions may be offered as necessary.

*Effective 05.01.2021, Resolution No. 014-21*