

17.000 EMPLOYEE TRAINING AND PROFESSIONAL DEVELOPMENT

The Trial Court is committed to providing training and professional development opportunities to new hires as well as all employees. Training will be developed and made available across all departments in a fair and equitable manner that fosters a culture of continuous learning and encourages professional development. Managers are responsible for ensuring that training opportunities are available to all employees and shall not unreasonably deny such opportunities.

17.100 Trial Court Training

The Human Resources Department and the Judicial Institute shall develop standardized training and professional development programs to enhance the knowledge and skills of all Trial Court personnel.

Training will be conducted at regular intervals and will include:

- A. new employee orientation, which will be conducted within a reasonable time after the date of hire;
- B. periodic management training for all managers, which includes mandatory training for all newly appointed department heads and managers; and
- C. periodic training and communication of information regarding Trial Court policies, procedures, and statutory requirements.

17.200 Departmental Training and Professional Development

Other training will be conducted on the departmental level, supported by the Human Resources Department and the Judicial Institute, including but not limited to:

- A. specialized job-related training for all probation officers as directed by the Office of the Commissioner of Probation;
- B. specialized job-related training for all court officers and associate court officers as directed by the Director of Security;
- C. specialized job related training mandated by statute, such as Housing Court and Probation Alternative Dispute Resolution training; and

- D. standardized training on court operations and procedures for all employees at the departmental level to facilitate professional development and best practices.

17.300 Division Level Training and Orientation

A. New Employees

Upon an employee's commencing work in the Trial Court, the department head or designee will:

1. instruct the employee on the duties of the job;
2. verify the employee's work schedule, salary, method of payment, and length of probationary period;
3. ensure that all required forms are completed;
4. provide the employee with the Trial Court Policy Acknowledgement Form (F31) and the New Hire Form (F32) which must be completed on the first day of employment; and
5. inform the employee about the Trial Court's policies, benefits, and union contract if applicable.

B. Ongoing Employee Training and Professional Development

Department heads have a responsibility to ensure that employees are cross-trained to maximize efficiencies and encourage professional development.

Affording employees the opportunity to periodically work in other courts is strongly encouraged. This allows employees to see how similar functions are performed in other divisions and to develop best practices throughout the system. It also ensures that common standards are met and facilitates opportunities for merit based, cross-divisional promotional opportunities.