

UTAH TRANSIT AUTHORITY POLICY

No. UTA.05.06

TRAINING AND DEVELOPMENT

1) Purpose.

UTA recognizes that training and development should lead to a culture of learning that supports a skilled, adaptable, and engaged workforce and should lead to complete compliance with applicable laws and governing entities. In this regard, UTA will continually develop training programs that allow all employees to have the knowledge and skills needed to complete their work assignments, an understanding of policies and procedures, and the opportunity for personal and professional growth.

2) Definitions.

“Executive” means Board of Trustees, Executive Director, and Chief Officers reporting directly to the Executive Director.

“LMS” means Learning Management System.

“Manager and/or Supervisor” means any employee who is responsible for supervising another UTA Employee.

“New Employee” means an employee who has not previously been employed by UTA; or was previously employed by UTA but has been separated from such employer for at least six (6) months.

“Training” means any type of organized learning such as In-person Learning Training (ILT), computer-based training (CBT), virtual learning experiences, seminar/workshop or conference held on-site or off-site.

“UTA” means Utah Transit Authority

3) Policy.

A. Training for New Employees.

All new employees shall participate in required orientation and compliance training programs within 30 days of hire, unless an extension of time is approved by an Executive. These trainings will vary based on job duties and will include, but are not limited to:

- New Employee Orientation
 - UTA Drug and Alcohol Training
 - UTA Anti-Discrimination and Harassment Training
- Organization, Department, and Job Specific Standard Operating Procedures
- UTA Ethics Training
- UTA Information Security Training
- UTA Safety Compliance Trainings

B. On-going Training.

Following the initial training periods, all UTA employees shall complete all yearly required and/or optional training and development activities under the direction of their Managers. Training programs will be documented in the LMS so that employees and managers can see what is required, what is optional, and what is available prior to any training activity.

1. Manager and/or Supervisor Training.

All new managers and supervisors are required to attend the next scheduled Leadership Acumen training after they begin employment in their new leadership position unless attendance at a later scheduled Leadership Acumen training is otherwise approved by the employee's immediate supervisor/manager.

C. Responsibilities.

Each party will be responsible for supporting training and development in the following ways:

1. Employee.

Seek out opportunities for personal development and provide clear career goals to their Manager of their goals for current and future career opportunities. Have a willingness to take on stretch assignments. Seek to continuously improve their knowledge and a willingness to share their new knowledge with others. Attend all trainings ready to engage and participate. Seek out information regarding required and optional trainings that will lead to personal development and career growth.

2. Direct Manager or Supervisor.

Work closely with employees to guide and support their career goals by helping them find classes that will meet these goals as well as giving them stretch assignments based on their personal career goals. Support employees' participation in the formal training courses through scheduling and discussion. Support employee's participation in informal or on-the-job application of the newly acquired knowledge or skill.

Clearly communicate training and development goals as well as compliance goals. Model behavior and activity that demonstrates quality implementation of the skill or application of knowledge.

3. Department support staff and other Management.

Support employee's participation in the formal, informal, and on-the-job training experiences through scheduling, discussion, or allocation of resources.

4. UTA Training Department

Support employee, manager, and organizational training activities through program coordination, communication, scheduling, and quality control. Ensure learning objectives are met by all training programs and that managers and employees understand the learning objectives and purpose of engaging in training activities that are required or optional throughout the organization or within their business unit or department.

5. Director Talent Development

Support the Corporate Training Administrator, Managers and Employees by making clearly communicated decisions about training programs, training courses, levels of compliance, levels of requirement, and organization-wide training priorities. Provide guidance on budget, set priorities, and allocate resources in ways that allow the

Corporate Training Administrator and Management to support on-going training and development of all UTA employees.

D. Resources.

UTA will provide resources to assist with ongoing communication and clear development. Including but not limited to:

- UTA Yearly Training Plan
- LMS User Guides

E. Training Records.

1. Responsibility.

The Corporate Training Administrator and LMS Technical Coordinator have primary responsibility for ensuring training records are updated and that reports on training are generated and shared. The administrator may delegate the task of recording training events to any other individual involved with training.

2. Types of Training.

All training events are categorized as Organizational or Supplemental Training.

Organizational Training is either developed internally at UTA or in partnership with external vendors and the curriculum content is housed and available for reference or use within UTA.

Supplemental Training is provided by an external vendor or on-line source and the supplemental content is not housed and available for reference or use within UTA.

3. Documentation and Naming Conventions.

Signatures of all attending learners, course agendas, certificates, and other relevant documents must be gathered and scanned for digital storage. File names for digital or scanned documents must have distinct language that describes the content of the activity type, file and the date relevant to the training event i.e.,

Activity Type_Signature Sheet_DD_MM-YY;

Activity Type_Course Agenda_DD_MM_YYY;

Activity Type_J Doe_Certificate of Completion_DD_MM-YYY.

4. Retention of Records

Records will be contained in a system of records, such as the official personnel files, or the LMS which is maintained by UTA.

Records shall be kept in accordance with the Records Access and Management Policy


4) Cross-References.

- UTA.01.08 Records Access and Management Policy

This UTA Policy was reviewed by UTA's Chief Officers on 10/05/2022, approved by the Board of Trustees on 12/7/2022 and approved by the Executive Director on 12/7/2022. This policy takes effect on the latter date.

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Accountable Executive

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Approved as to form and content:

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History

Date	Action	Owner
12/7/2022	Combines and Supersedes - Corporate Policy 4.6.1 - New Employee Orientation; and Corporate Policy 4.6.2 - New Supervisor Orientation	Chief People Officer
12/7/2022	Rescinds - Corporate Policy 4.6.3 - Training and Development	Chief People Officer
12/7/2022	Board Approved – UTA.05.06 Training and Development Policy	Chief People Officer
12/7/2022	Adopted – UTA.05.06 Training and Development	Chief People Officer