

RESOLUTION NUMBER R22-022

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, ESTABLISHING AN ANNUAL TRAINING POLICY IN ORDER TO ENCOURAGE AND DEVELOP A WELL-TRAINED MOTIVATED WORKFORCE

WHEREAS, the Mayor and Safford City Council acknowledges the significance of being a progressive employer in creating employment conditions that promote development for its employees; and,

WHEREAS, the Mayor and Safford City Council recognizes the importance of increasing employee knowledge base, that results in higher employee engagement to support a culture of excellence and professionalism; and,

WHEREAS, the Mayor and Safford City Council wishes to establish an Annual Training policy to increase employee confidence by providing training in subject matters such as safety, employee rights and workplace environment on a regular annual basis to promote such development and,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, that staff shall establish an Annual Training policy as follows; and further, all previous resolutions or statements of policy concerning the Annual Training policy hereby rescinded and superseded by this resolution. Updates will be as follows:

SCOPE

This policy applies to all permanent and volunteer, full-time or part-time, employees of the City of Safford. This does not apply to employees with temporary/seasonal employment (such as seasonal pool staff). This policy doesn't cover supplementary personnel like contractors or consultants.

PURPOSE

It is the intent of the City of Safford to provide onboarding and annual training to its employees to increase their knowledge and acquire information needed to be successful as an employee at the City. The City aims to have employees feel confident by providing training in subject matters such as safety, employee rights and workplace environment. In order to create an environment of engagement and reduced risk, City of Safford employees will be required to complete the trainings as listed below.

NEW HIRE TRAINING

All newly hired employees will be required to complete online training through the City of Safford's Learning Management System (LMS). The online training modules will be completed during the Human Resources onboarding and orientation processes before being released to their department to begin working.

ANNUAL TRAINING

All current employees will be required to complete online training through the City of Safford's Learning Management System (LMS) annually. Training plans will be published every year on July 1st and the trainings will be due by December 31st. Any employee that does not complete their annual training by December 31st will be subject to disciplinary action.

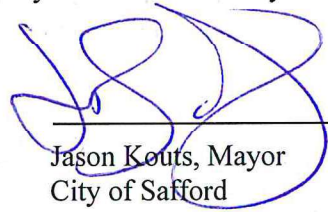
TRAINING PLAN

The courses listed below will be completed during new hire onboarding and annually by all staff.

Back Injury & Lifting
Bloodborne Pathogens Exposure Prevention: Complete
Customer Service Overview
Discrimination Awareness in the Workplace
Drug Free Workplace
Family Medical Leave Act (FMLA)
Fire Extinguisher Safety
General Ergonomics
General Ethics in the Workplace
General Safety Orientation
Hazard Communications: Right to Understand
Personal Protective Equipment (PPE)
Reasonable Suspicion for Drug & Alcohol Use in the Workplace
Sexual Harassment: Policy & Prevention
Workplace Bullying: Awareness & Prevention


Training in addition to this list is at the discretion of the Department Head. Employees are required to complete these modules during their working schedule. Department heads should make scheduling accommodations well in advance of the due date to ensure employees have enough time to complete the training modules.

PASSED AND ADOPTED by the City Council of the City of Safford, Graham County, Arizona this 27th day of June, 2022.



Jason Kouts, Mayor
City of Safford

ATTEST:



Tamara Webster, CMC
City Clerk

APPROVED AS TO FORM:

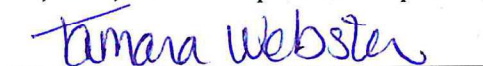


William J. Sims, III
City Attorney

State of Arizona)
) ss
County of Graham)

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number R22-022 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held June 27, 2022, and that a quorum was present at the meeting.



Tamara Webster, CMC, City Clerk

June 27, 2022
Date: