

OGDENSBURG BRIDGE & PORT AUTHORITY

TRAINING AND DEVELOPMENT POLICY

1. The Authority recognizes that its success depends largely upon the ongoing training and development of its employees. To assist our employees with training and development, the Authority provides on-the-job training, time off to attend external seminars, and a tuition reimbursement program.

A. On-the-Job Training

1. On-the-job training is intended to help employees become more effective in their present positions. Employee supervisors are generally responsible for providing on-the-job training. Employees are encouraged to discuss with their supervisor any on-the-job training and development they think will help with their present job responsibilities and duties.
2. The Authority also maintains for employee use a library of books, reports, and audio and video tapes, on various topics which are used for training and development.

B. External Training

1. External training may be used by the Authority to assist employees with ongoing education, technical training, certification of skills, and to develop additional skills associated with their job responsibilities. When appropriate, employees may be selected to attend conferences and seminars sponsored by the Authority or external organizations. Employees are encouraged to discuss with their supervisor any external training that could help with their present job responsibilities and duties.
2. Upon request, employees may be allowed time off from work without charge to leave credits to attend conferences or seminars for training directly related to their profession or professional duties. Such time off is subject to prior approval and shall not interfere with the proper conduct of Authority functions. This policy neither limits nor guarantees the amount of time that may be approved for such purposes.

C. Tuition Reimbursement Program

1. Under established policy, the Authority encourages all employees to participate in specialized work-related training and educational programs. Such courses, to be eligible for tuition reimbursement, must be aimed at improvement of an employee's on-the-job performance or preparation for future advancement of new duties. Subject to the employee's application and course completion with a satisfactory grade, the tuition expenses may be paid in advance or reimbursed.

Approved at December 14, 2016, Board Meeting

