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|  | COOK COUNTY HEALTH & HOSPITALS SYSTEM CCHHS | COOK COUNTY HEALTH & HOSPITALS SYSTEM EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES | |
| POLICY TITLE: TRAINING OPPORTUNITIES | | PAGE 1 OF 1 | |
| Date of Approval: 06-10-2016 Effective Date: 10-17-2016 | Policy Number: 02.01.13 Associated Personnel Rule: None | Policy Form: Semi-Annual Training Log and Certification | |

PURPOSE: To provide the supplemental policy concerning Training Opportunities for Employees in accordance with the CCHHS Personnel Rules and the Plan.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all Employees. If any provision in this Policy conflicts with a specific provision in any CBA, the provision in the CBA shall govern it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in this Policy conflicts with a specific provision in the Plan, the provision in the Plan shall govern.

POLICY AND PROCEDURE: The following procedures must be followed when offering Training Opportunities to any CCHHS Employee:

No Political Reasons or Factors. All Training Opportunities must be offered and provided in accordance with the CCHHS Personnel Rules and the Plan, as and if applicable. No Training Opportunity may be granted or denied based upon any Political Reasons or Factors.

Training Opportunities. Employees may be offered Training Opportunities in accordance with the operational or organizational needs. Training that is not Department-wide, Position-wide or is not mandatory will be offered to Employees based on the operating needs of the Department. Departments shall make a reasonable, good-faith effort to equitably distribute Training Opportunities based upon operational needs among all Employees in the same Position and Department. Department Heads shall maintain records regarding the types of Training Opportunities offered, how the Training Opportunities were offered to Employees, how Employees were selected to attend the Training Opportunities, and Employee attendance. These records shall be provided to the EPO and the CA, while acting, upon request. This Policy does not require CCHHS to offer any specific training or Training Opportunity for any Position. Every June 15 and December 15, all Department Heads will submit a log to the EPO that includes: a) a list of all Training Opportunities provided in their Departments for the prior six (6) month period; b) the dates of any such Training Opportunities; and c) the number of Employees who were offered and who participated in each such Training Opportunity.

NPCC. The Log will also contain a NPCC for the Department Head's completion.

