

OBSERVATION/TRAINING POLICY:

SECTION I : PURPOSE:

The purpose of this policy is to detail the procedure required to request permission to train or observe any employable position in the Town of Windham.

SECTION II : DEFINITIONS: (Taken from Webster's Dictionary)

- A) "Observe": "To see or sense especially through directed careful analytic attention; to come to realize or know especially through consideration of noted facts; to make a scientific observation on or of; to take notice."
- B) "Train": "To form by instruction, discipline, or drill; to teach so as to make fit, qualified, or proficient; to make prepared as by exercise for a test of skill."
- C) "Training": "The act, process, or method of one who trains."

SECTION II : PROCEDURE:

Any employee of the Town of Windham may request permission to either "observe" or "train" for a position, other than the position for which they were hired, by following the procedure below:

- A) The employee shall submit a request to their Department Head, in writing, which details whether they wish to observe or train, the position they are interested in, how they feel this be a benefit to them, and a time period which they feel is needed to satisfy their request.
- B) If the employee making the request is a Department Head, the initial procedural requirement shall be to submit their request to the Department Head who is responsible for the position in question.
- C) If they employee's Department Head feels the request is justified, then he or she shall submit the request, along with their letter of approval, to the Department Head who has responsibility over the position which the employee has requested to observe or train. If the Department Head supervising the position in question approves the request, they must submit their approval, in writing, to the Board of Selectmen.
- D) The Board of Selectmen shall review the request, along with the approvals from the Department Heads in question, and vote on the request.
- E) If at any time during this procedure a Department Head or the Board of Selectmen rejects the request of the employee, the disapproving person or body must, within a five (5) day working period, submit to the employee the written reason(s) why the request was denied. (Amended 01/09/89)

SECTION III : DETAILED CLARIFICATIONS:

- A) For purposes of this policy, a request and approval to Observe shall be strictly construed to mean the employee is allowed to examine the operations of a position, taking notes as to the operations, but is not allowed to utilize any of the equipment which is used in the operations of the position, or to, in any way, perform the duties that the employee hired for the position performs.
- B) If the employee is approved to train in a position, then, and only then, shall they be allowed to use the equipment that is required in the position, provided it is done under constant supervision.
- C) Any act which is inconsistent with the approvals or with this policy in general shall serve as a justification to terminate any existing approvals.
- D) Nothing in this policy shall prohibit any employee from requesting additional time for observing or training provided that they follow the procedure which is spelled out for the initial request.

SECTION IV : EXCEPTION:

This policy does not fully apply to persons who are not employees of the Town of Windham. For these individuals, the initial request must be made to the Department Head who is responsible for the position in question, who, upon their approval, shall make a request to the Board of Selectmen for their approval. All other provisions of this policy shall remain in effect for these individuals.

SECTION V : EFFECTIVE DATE:

This policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

SECTION VI : AMENDMENTS:

This policy may be amended at any time by a majority vote of the Board of Selectmen, provided that all employees are notified of any proposed amendments and allowed to submit, in writing, any comments relating to these amendments. If an employee has any proposed amendments to this policy, they shall submit, in writing, these proposals to their Department Head, who shall then submit them to the Board of Selectmen for their consideration.

Adopted by the Board of Selectmen - November 21, 1988

Amended by the Board of Selectmen -January 9, 1989

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Re-codified and affirmed by the Board of Selectmen - May 11, 1998

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