



# Office of Human Resources

## NEW ASSIGNMENT TRAINING PLAN

EMPLOYEE	CLASSIFICATION	SUPERVISOR	DATE OF MEETING

In accordance with District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 6.1.4, the New Assignment Training Plan outlines training to be completed by the employee within a designated period. These trainings have been identified as required and/or necessary to meet the expectations for the assignment.

TRAINING or COURSE TITLE	DUE DATE	DURATION	ONLINE OR IN PERSON
Keenan SafeColleges – “My Assignments”	30 days	Various	Online

The supervisor shall forward the signed plan to the Office of Human Resources. The employee signature confirms review and receipt of the New Assignment Training Plan.

Signature	Date:
Employee:	
Supervisor:	

Original – Employee

Copy – Supervisor

Copy – HR / Personnel File