

Interested?

Here are the steps to follow:

- Speak with your supervisor about your desire to participate in the Job Training Program.
- Contact a representative of the Job Training Program (listed on back). Your representative will help guide you through the process.
- Submit the Application Part I to your representative.
- Once you are approved for Part I, schedule an appointment with the supervisor in the department in which you are interested to request training.
- If the supervisor is able to accommodate your request, work with the designated trainer to create training goals and a schedule.
- Submit the Application Part II to your representative for final approval.
- Stick with the training plan and achieve your goals!

Job Training Program

Campus Representatives

Coastline Community College

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4/2011

Job Training Program



Available to All Classified
Bargaining Unit Employees

Job Training Program

The Job Training Committee is accepting applications to participate in the Job Training Program. Applications are now accepted year-round.

Basic criteria for participation in the program are as follows:

- Applicants must be members of the Classified Bargaining Unit.
- Applicants must have a minimum of two (2) years of classified, contract (E-schedule) employment with the District.
- Applicants must have been employed in their present job category for at least two (2) years.
- A minimum of two (2) years must have elapsed if the applicant has participated in a previous job training experience.

Note: Approved applicants may have substitutes funded at the expense of the District Job Training Program.

The Application Process

1. Complete Part I of the Application and submit to a Committee representative. You will be asked to provide the following information:

- What specific job training would you like to pursue?
- What are you hoping to gain from this experience?
- What are your top three choices of departments/offices and site locations for requested job training?
- What skills do you have that would support your success in this training?

2. Once the Committee approves Part I of your Application, you will be given the green light to proceed to Part II. In this phase you will need to work with the training supervisor and designated trainer to create the following:

- A list of objectives for training
- An agreed upon training schedule

3. Once you are approved (allow 2 weeks), you must complete your training program within 90 working days.

4. There is a "no-fault" opt-out provision for special circumstances.



No-Fault Opt-Out Provisions

The no-fault opt-out provision allows reapplication to the Job Training Program without the requirement of waiting the 2-year waiting period between job training experiences.

Provision 1

Verified medical emergency of a length and nature that makes timely completion impossible. A doctor's note of verification provided to the Human Resources Department will be required.

Provision 2

Lack of necessary qualifications. Either the trainee or the trainer may end the training program if the trainee does not have the skills necessary to have a positive and successful experience. If this option is used, the trainee may reapply after completing the educational requirements and/or acquiring the necessary skills.