

# **Pasco County Staff Development Day(s) Program Overview**



Pasco County Training & Development





# **Pasco County** **Staff Development Day(s)**

## **Program Overview**

### **Objectives:**

To give Departments/Divisions the opportunity to keep lines of communication open with their staff and conduct internal staff training through designated Staff Development Days.

### **Overview:**

County departments and/or divisions will be given the opportunity to temporarily “shut down” their normal work functions to conduct internal staff training. The County has designated the following two days as Staff Development Days:

- **President’s Day** (February 18, 2019)
- **Columbus Day** (October 14, 2019)

These days will be set aside annually for staff development. Departments/Divisions may choose to shut down their entire operations, or split the training among both days and use a “skeleton crew” to keep normal operations functioning. Regardless, Departments/Divisions should give careful consideration to their basic operating functions, impact on citizens, size of staff, etc. when determining the type of Staff Development Day they will be planning.

### **Questionnaire Process:**

Departments/Divisions must submit the attached questionnaire through their chain-of-command (i.e. Department Head to ACA). ACAs must then submit the questionnaire to County Administration for final approval.

It shall be incumbent on each department/division to determine the proper scheduling of their staff to facilitate attendance. It shall also be the responsibility of the department/division to consider any employee pay adjustments that may result from altering schedules (i.e. overtime). Please remember “time-shifting” within the same week can be used to help facilitate the scheduling of employees.



## Staff Development Day(s) Questionnaire

Please complete the questionnaire and submit it through your ACA.

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Department/Division: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Development Date(s) Requesting: \_\_\_\_\_

**Contact Person:** Name: \_\_\_\_\_

Work Phone and/or Email: \_\_\_\_\_

***If you ARE planning to participate in the upcoming Staff Development Day, please briefly answer the following:***

1. Will you be doing a complete shutdown of your offices and operations, or a partial? If partial, please indicate what functions will still be operating?
  
  
  
  
  
  
  
  
  
  
2. What topic(s) will be discussed during the requested Staff Development Day(s)?
  
  
  
  
  
  
  
  
  
  
3. Will your Staff Development Day(s) request result in the payment of overtime? If so, please indicate approximately how much overtime you anticipate.

**Please note:** If you will be requesting the use of County employees or resources ***outside*** of your department/division to assist with your Staff Development Day(s), it is the requesting department/divisions' responsibility to make arrangements for such resources.

***If you are NOT planning to participate in the upcoming Staff Development Day, please briefly describe why not and what your staff will be doing instead of participating:***