

City of Plano Compliance Training



The City of Plano Compliance Training is mandated in support of its stated policies to provide a harassment free workplace and a workplace that values diversity and ethical conduct. Three classes are included in the compliance curriculum, Preventing Workplace Harassment, Diversity, and Ethics in Public Service.

Compliance training for City of Plano employees was expanded in 2007 to include these three courses. As a means of bringing all employees into compliance a schedule was created to train all City employees between January 2007 and December 2009. In addition to the three compliance courses, Introduction to Local Government was also mandated to be completed by December 2009.

Beginning in June 2006 new employees began meeting the compliance mandate through the six-month Onboarding process. Employees hired before June 2006 will meet their compliance training mandate through the following schedule. Beginning in January of 2010, employees and their training liaisons will be responsible for staying up to date on their compliance training.

Onboarding for new employees

	Civilian Employees	Police Civil Servant	Fire Civil Servant
New Employee Orientation (includes Harassment)	Required	Taken individually	Required
Introduction to Local Government	Required	Required	Required
Diversity	Required	Taken during academy	Required
Ethics in Public Service	Required	Taken during academy	Required
Performance Essentials	Required	Not Required	Not Required
Bus Tour	Required	Not Required	Not Required

Required classes for Individual Civilian Employees

	Group 1 (See groups pg 2)	Group 2 (See groups pg 2)	Group 3 (See groups pg 2)
Diversity	2008	2007	2009
Ethics in Public Service	2009	2008	2007
Preventing Workplace Harassment	2007	2009	2008
Introduction to Local Government	2008	2007	2009

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Required classes for Civilian Supervisors

Diversity	2007
Ethics in Public Service	2008
Preventing Workplace Harassment	2006 (95% have completed) and 2009
Introduction to Local Government	2009
Performance Management	2007
Employment Lifecycle	2008

Training Groups

Group 1	<ul style="list-style-type: none"> Budget Building Inspections City Manager City Secretary Engineering Facilities Finance Fire Civilians Health Homeland Security Human Resources Internal Audit 	<ul style="list-style-type: none"> Judges Office Legal Municipal Court Planning Police Civilians Property Standards PTN Public Information Public Safety Communications Purchasing Risk Warehouse
Group 2	<ul style="list-style-type: none"> Libraries Parks and Recreation 	
Group 3	<ul style="list-style-type: none"> Customer and Utility Services Plano Centre Public Works Sustainability and Environmental Services Technology Services 	