

Training

Each new employee will attend public works academy level one training within the first year of employment, creating a benchmark for basic level training exposure.

Employees are encouraged to participate in training relevant to their job description from approved sources. While the Department of Public Works makes every effort to accommodate as many employees as possible, management reserves the right to prioritize training on a first come, first serve basis. The Department of Public Works office maintains training record files for each employee. The Town Administrator's office securely maintains all other personnel records.

From the Town of Amherst's Policy and Procedure Manual, 2009.