

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>9 – GENERAL POLICIES</b>	<b>ADOPTED: 3/7/12</b>
<b>SECTION:</b>	<b>16 – CONTINUING EDUCATION PROCEDURE</b>	<b>REVISED: 5/22/24</b>

The County of Gloucester, in conjunction with legal and/or labor counsel will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The County of Gloucester will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as County of Gloucester employment practices. Records will be maintained in the official human resources files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.