	Administrative Policy		
	New Supervisor Onboarding Program	A.P. No.	A.P 3-32
		Effective Date:	Upon Approval

1. POLICY STATEMENT

It is the policy of the City of Houston (City) to design and conduct an onboarding program for new supervisors that ensures they have the foundation needed to successfully acclimate to their new supervisory role.

2. POLICY PURPOSE

To assign responsibility for the creation of a standardized onboarding program for new City supervisors and to mandate attendance for this program.

3. SCOPE

This policy applies to:

3.1 Newly hired City supervisors and City employees promoted to a supervisory position (new supervisors) within the City for the first time;

3.2 City supervisors rehired after the effective date of this policy and who have not successfully completed a new supervisor onboarding program within the twelve-month period preceding the rehire date; and

3.3 This policy does not apply to Houston Police Department and the Houston Fire Department classified employees unless they manage civilian employees.

4. DEFINITIONS

Director: The Human Resources Department Director or his/her designee.

New Supervisor: A newly hired, rehired, or promoted supervisor, manager, executive/director, or any employee with direct reports.

New Supervisor Onboarding (NSO) Program: An 11-month, blended learning program developed by the Human Resources Department to provide new supervisors with relevant information about the City, its rules, policies, and programs; as well as self-paced and formal learning experiences that build their mindset, skillset, and toolset in a collaborative environment.

New Supervisor Orientation Virtual Session: A one-time virtual learning class designed to provide new supervisors with immediate information needed about the City, its rules, policies, and programs.

eLearning Training Module: Self-paced online learning courses designed to build the mindset, skillset, and toolset of a new supervisor.

Peer-to-Peer Learning Workshop: Facilitated discussions designed to engage supervisors in a diverse learning discussion amongst their peers of supervisors within and across City departments. This collaborative and hands-on learning experience prompts supervisors to share their lived experience using the tools and strategies they learned from the eLearning training modules.

Talent Management System (TMS): The City's online system for performance management as well as registering, tracking, and accessing a variety of learning courses.

5. POLICY DETAILS

5.1. New supervisor onboarding program will be conducted for all new supervisors subject to the scope of this policy.

5.2. The content of the onboarding program will include training in rules, policies, and programs as well as supervisory development topics of general applicability to all City supervisors.

5.3. New supervisors may be required to attend additional training or programs.

6. ROLES AND RESPONSIBILITIES

6.1. The Director is responsible for establishing the New Supervisor Onboarding Program curriculum, training format, scheduling, reporting, and compliance.

6.2. New Supervisors are responsible for:

6.2.1. Registering for a New Supervisor Orientation Virtual Session in the City's Talent Management System;

6.2.2. Attending and completing the New Supervisor Orientation Virtual Session within forty-five (45) days of their hire, rehire, or promotion date; and

6.2.3. Upon completion of the New Supervisor Orientation Virtual Session, completing the eLearning training modules as well as the respective Peer-to-Peer Learning Workshop for each module.

6.2.3.1. New supervisors must complete all assigned eLearning training modules and register for each respective Peer-to-Peer Learning Workshop in the City's Talent Management System within 11 months from hire, rehire, or promotion date. (See Appendix A – Completion Requirements).

6.3. Department supervisors and managers are responsible for ensuring new supervisors under their leadership successfully complete the New Supervisor Onboarding virtual session, eLearning training modules, and Peer-to-Peer Workshops within 11 months from hire, rehire, or promotion date.

7. CONFLICT AND REPEAL

This administrative policy supersedes Mayor's Policy No. 107.00 Employment: Orientation and Training effective December 28, 2015.

8. RELATED DOCUMENTS AND INFORMATION

Appendix A – Registration Steps

9. POLICY SPONSOR

Department: Human Resources Department

Appendix A – Completion Requirements

1 Register and attend New Supervisor Orientation Virtual Session

2 Complete assigned eLearning Training Modules

3 Attend each respective Peer to Peer Learning Workshops

4 Once all requirements are met, you have completed the New Supervisor Onboarding Program.