

# FY 21-22 Learning & Development Requirements (Non-Civil Service)



Full and part-time employees (19 hours and above) are required to complete a minimum number of classes. Beginning in FY 2020-2021 the City began monitoring learning and development efforts, and including those efforts as part of non-civil service employee evaluations.

Minimum learning requirements are just that - minimum. Learning doesn't have to stop! Live classes and e-learning courses remain available to you even after you have satisfied your required learning.

## 5 Core Topics

**Everyone takes one class (e-learning on Bridge or at live classes at City U) in each of the five core topics:**

- Ethics
- Interpersonal Relations
- Giving and Receiving Feedback
- Diversity and Inclusion
- Safety

## + Additional Classes: Learner's Choice

**5 (non-supervisors) or 8 (supervisors)**

- Can be a mix of e-learning on Bridge, and live classes through City U.
- A minimum number must be live classes through City U (can be a core topic or an additional class)
  - 1 for non-supervisors
  - 2 for supervisors

### Quick Facts

- **No more class length limits!** Take all the microlearning you want.
- Reminder: courses and classes taken outside of Bridge or City U **do not** apply.
- Active Blueprint Toastmasters Club membership counts as 1 of your additional credits.
- The deadline is the end of the 2021-2022 Fiscal Year.
- All e-learning courses on Bridge and live classes through City U are available to civil service employees, even though they are not required.