

Activity 020 Training

Activity 020 involves class time, travel, and related expenses for training or instruction received by an employee:

- To increase or update specific job skills or knowledge either for the employee's present position or for potential advancement.
- For advancing employee attitudes, behavior, problem solving, decision-making skills, team skills, etc.

Periodically and during performance evaluations, the Transportation Maintenance Manager and each employee should identify training that is needed, desired, etc.

Where possible, schedule training such that other work is least impacted.

Measurement of Accomplishment, Expenditure Account, Charge Activity

Measurement is number of worker hours involved. Expenditure account type is crew indirect (IN) EA. Charge all costs to TEAMS Activity 020.