



**CITY OF HALLANDALE BEACH
ADMINISTRATIVE POLICY**

DATE OF ISSUE: January 1, 2018

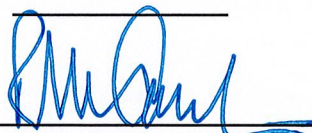
NO.: 1001. 005R0

EFFECTIVE DATE: January 1, 2018

SUBJECT: Harvard Kennedy School of
Executive Education

REVISION DATE: _____

APPROVED: _____



Roger M. Carlton, City Manager

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Policies Cross Referenced: Administrative Policy: No. 3004.001R8, Travel Policy
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I. PURPOSE/INTENT

The City of Hallandale Beach is committed to advancing the public interest and offering employees the opportunity to step outside of their day-to-day routine to focus on global issues and sustainable solutions, as well as, reach beyond their current knowledge and skills to expand their thinking, strengthen their ability to lead and reenergize their drive to make a difference. As such, the City will provide Management Tier I-IV employees an opportunity to compete for funding to be used toward attending an Executive Educational Program offered by the Harvard Kennedy School of Executive Education.

II. DEFINITIONS

Application Form – to be completed by interested applicants in order to be considered for the Harvard Kennedy School of Executive Education (See Attachment 1).

Harvard Kennedy School of Executive Education - Educational Program Participant – employee who has successfully completed the application process and has been selected to participate in the Harvard Kennedy School of Executive Education. City employees from all departments who are part of the Management Tier I-IV group will be given an opportunity to compete for

selection.

Harvard Kennedy School of Executive Education - Educational Program – established by the Harvard Kennedy School of Executive Education, this is an educational program that will help employees transform their skills and strengthen their knowledge in an experiential, creative learning environment that offers the broadest range of on-campus and online executive programs in public leadership.

III. POLICY/PROCEDURES

A. Application Process:

- a. During the first year of the program, applications for the various programs offered by the **Harvard Kennedy School of Executive Education** will begin being accepted starting January 1, 2018. Beginning October 1, 2018, applications will be accepted at the start of the Fiscal Year, when the City Administration will announce the Program's application cycle has commenced. The application cycle will be opened continuously until the allocated funds have been exhausted.
- b. Interested employees will submit their application to the Department of Human Resources, who will verify the applications are complete and then forward to the City Manager who shall consult with the Human Resources Director and Senior Assistant City Managers.
- c. To submit an application the employee must complete the attached form (Attachment 1). A complete application form must include the following:
 - i. Employee Resume;
 - ii. Essay I – **Current Duties and Responsibilities** (minimum of 250 words)
 1. At your current position, what are your specific duties and responsibilities? Please describe your role in terms of functions or services provided.
 - iii. Essay II – **Strategic Challenge** (minimum of 250 words)
 1. Describe the most significant strategic challenges in your work and how will participation in this program help you to address these challenges?
 - iv. Essay III – **Career Goals** (minimum of 250 words)

1. Describe your immediate and long-term career goals. How will attending this program help you to achieve them?

v. Essay IV – **Professional Training** (minimum of 250 words)

1. List all relevant professional training you have taken over the last 10 years. Please include the program title, institution, and dates attended for each program.

B. Selection Process:

a. The City Manager will select candidates to apply for an Executive Educational Program offered by the Harvard Kennedy School of Executive Education. Selection by the City Manager to apply for an Executive Educational Program does not guarantee acceptance by the Harvard Kennedy School of Executive Education. Once selected, the employee is responsible to apply to the Program within the Fiscal Year in which the employee was selected.

b. An employee can be selected to participate in the Harvard Kennedy School of Executive Education – Executive Educational Program only once.

c. Upon acceptance by the Harvard Kennedy School of Executive Education employees must inform the Department Director and the HR Director by including a copy of the acceptance notification.

d. Applications that have been submitted, but not selected by the City Manager, will be reconsidered when additional funding is allocated.

C. Executive Educational Program Attendance

a. The City will pay all related costs for enrollment and travel in accordance with the City's Travel Policy, Administrative Policy No. 3004.001R8.

D. Executive Educational Program Report

a. Upon return from the Program, the employee will make a presentation to the City Commission on the experience and lessons learned.

IV. **ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES**

This policy shall be kept current by the Human Resources Department.

Harvard Kennedy School of Executive Education Program



Application Form

Contact Information

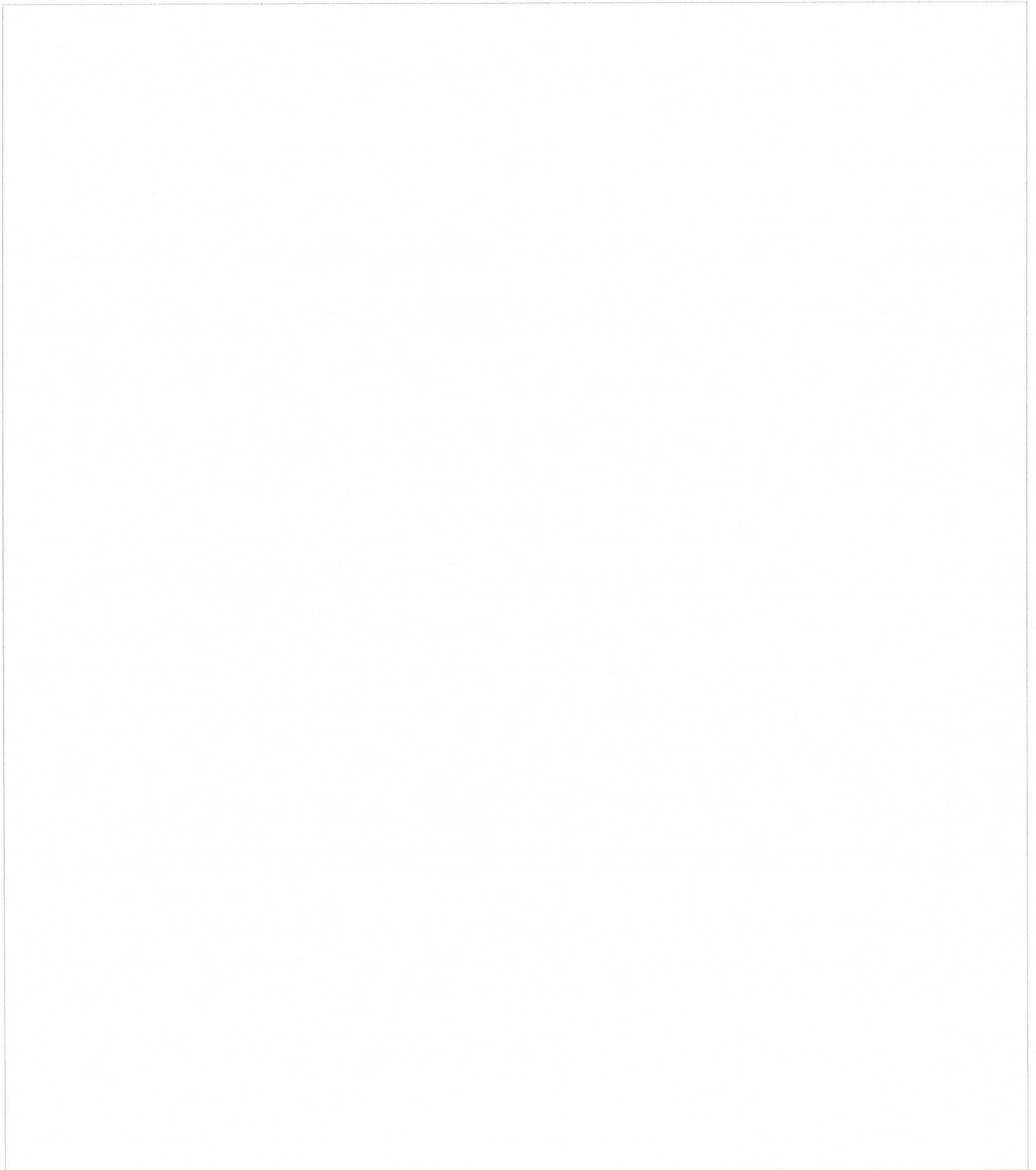
Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, education, previous volunteer work, or through other activities, including hobbies or sports.

Essay 1 – Current Duties and Responsibilities

In 250 words or more, at your current position, what are your specific duties and responsibilities? Please describe your role in terms of functions or services provided.



Essay 2 – Strategic Challenge

In 250 words or more, please describe the most significant strategic challenges in your work and how will participation in this program help you to address these challenges?

Essay 3 – Career Goals

In 250 words or more, please describe your immediate and long-term career goals. How will attending this program help you achieve them?

Essay 4 – Professional Training

In 250 words or more, please list all relevant professional training you have taken over the last 10 years. Please include the program title, institution, and dates attended for each program.

Resume - Please Attach a Copy of your Resume

Agreement and Signature

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this Organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in participating in the City of Hallandale Beach's sponsorship to the **Harvard Kennedy School of Executive Education**.