

SUBJECT: STAFF DEVELOPMENT

APPROVED BY:

EFFECTIVE

DATE: 02-09-10 (replaces 11-06-07)

Executive Director

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

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POLICY

It is the policy of McIntosh Trail CSB to establish guidelines for a comprehensive staff development program. Program supervisors and the Human Resources Department will be responsible for providing staff with appropriate training programs to ensure they are competent to provide services to consumers.

PROCEDURE

McIntosh Trail CSB will provide:

1. Appropriate orientation and training programs;
2. Appropriate training for current staff transferring to a different job;
3. A review and update of organization training programs to improve/maintain job proficiency and efficiency;
4. Training opportunities which may include:
  - a. On-the-job training;
  - b. Internet based training;
  - c. Departmental/agency sponsored training programs;
  - d. Independent study;
  - e. Self-instructional programs;
  - f. Workshops, seminars, and lectures.
5. Staff development programs and training in specialized competencies as required for job performance.
6. The Human Resources Department will recommend policy and procedure, participate in identifying and coordinating training programs, and advocate for training and staff development.

**SUPERVISOR RESPONSIBILITIES**

1. Supervisors will provide staff with on-site orientation and training commensurate to their specific duties and responsibilities beginning the first day of employment.
2. Supervisors will review and identify staff training needs on an annual basis.
3. Supervisors are responsible for creating individualized training and/or staff development plans in each staff person's Performance Management Form (PMF) in order to achieve the expected level of performance. Training experiences may be geared toward assisting the staff person to improve his/her job performance, maintain licensure, and/or increase job satisfaction.
4. Supervisors are responsible for making sure their employees complete assigned live and web-based training within the stated time frames. This includes scheduling time during work hours for training to be completed and following up with employees who have not completed courses.

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PROCEDURE (Continued)

5. Supervisors are responsible for approving/disapproving out of town training requests and scheduling staff for attendance at training events.

Guidelines for consideration/recommendation of out of town training include:

- a. A direct or indirect impact for the benefit of meeting McIntosh Trail CSB's mission and goals.
  - b. The participant will share information upon return to the work site.
  - c. Determine the relationship of need to the employee's performance as indicated in the staff person's PMF.
  - d. Evidence of need in present or future assignments or licensure requirements for job classification.
  - e. Available funding.
  - f. Consideration of equal distribution of training resources for all staff.
6. Supervisors will request, through Training Coordinator, exemption from staff participation in a required training course or program (see Attachment #1).
7. Supervisors are responsible for providing staff with access to programs provided by the State Personnel Administration pending allocation of spaces.
- a. A schedule of course offerings throughout the state is published by the State Personnel Administration quarterly and distributed to each program by the Human Resources Department.
  - b. All requests to attend a specific Merit System course should be submitted to the Human Resources Department according to the Human Resources Department instructions.
  - c. Travel arrangements are the responsibility of the individual staff person and should be handled through usual procedures for travel expenses.
8. Supervisors are responsible for ensuring staff receive continuing education that may be required by regulatory agencies (example - Houseparents and Department of Healthcare Facility Regulations).

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PROCEDURE (Continued)

**HUMAN RESOURCES DEPARTMENT RESPONSIBILITIES**

1. The Human Resources Department will ensure that mandatory trainings are provided on a regular basis. These trainings include, but are not limited to:
  - a. General Orientation
  - b. Standard First Aid
  - c. CPR
  - d. Non-violent Crisis Intervention
2. The Human Resources Department will enter live training into the web-based individual training records.
3. The Human Resources Department will conduct informal assessments on an ongoing basis to identify need for new training programs and/or need to revise existing programs.
4. Training schedules will be included in Trail Talk. Service/program directors are responsible for ensuring that their staff have access to the training schedules.

Reference:  
JCO HR