

## **POLICY AND PROCEDURES FOR EMPLOYEE TRAINING AND DEVELOPMENT**

### **Purpose:**

The purpose of this policy is to provide Tri-County employees with professional development opportunities that increase their skills and enhance their contribution to the organization.

### **Policy:**

Tri-County Mental Health Services is committed to providing opportunities for employees to enhance their job skills and continue their professional development. The work performance of an employee is a vital key to meeting our mission and to the success of our organization. Providing development opportunities to our employees is an investment in their professional growth and the organization's future. All learning offerings will be based on best practices and will integrate our mission and vision, multicultural understanding, trauma-informed philosophy and the desire to form long-term, positive relationships with our employees.

### **I. Employee Training**

#### **Annual Employee Training Requirements**

All employees at Tri-County Mental Health Services are required to complete the following annual training components:

- Annual workplace safety training as required by licensing or state and federal regulations (e.g. Hazard Communications, Bloodborne Pathogens, Ergonomics/VDT, etc.)
- Annual Sexual/Workplace Harassment refresher
- Other mandated training as assigned by a manager, supervisor or the Human Resources department

Additionally, as required by our State License, employees working twenty (20) or more hours per week in a direct service capacity must participate in at least twenty (20) hours of training annually and/or maintain the number of training hours required by their license or certification, whichever is greater. This training shall include, but is not limited to:

- Annual Safety Program (MANDT) training (if required for their position)
- Continuing education hours required to maintain license or certification
- First Aid/CPR if required for their position
- Any other specific training required for their position (e.g. Ethics, MHSS, CRMA, etc.)

Human Resources will run quarterly reports to determine current year training hours. Direct service staff having less than the required twenty (20) hours of training will be reminded of this annual requirement.

Employees will have the opportunity to meet their annual training requirements in a variety of ways:

- Attend internal, agency sponsored training events
- Participate in a related course online, via the Agency's Relias LMS (Learning Management System).
- Attend manager-approved external training events

It is the responsibility of each employee to ensure that the Human Resources department receives documentation of any and all training they have attended/participated in for the year. The preferred documentation would be a Certificate of Completion, but if not provided by the trainer, other documentation may be accepted. Provided documentation must include the name of the attendee, title and date of the event, and the number of contact hours or the number of continuing education units (CEUs) earned.

### **Individual Employee Training Needs**

Employees will have their training/continuing education needs assessed each year as part of their annual performance evaluations. Identified training needs will be documented on the performance evaluation form and retained in each employee's personnel file.

Newly hired employees will have their training needs formally assessed by their supervisors within the first ninety (90) days of their employment, and then again at the annual performance evaluation. All new employees must complete agency, location, and program orientation. Most new full-time employees may fulfill their annual training requirements with agency, location, and program specific orientation activities.

### **Continuing Education**

Employees are responsible for staying current on, and maintaining their compliance with the continuing education requirements needed to maintain their licensure and/or certifications. Employees are also responsible for providing documentation to Human Resources of any training event attended in order to satisfy these requirements.

### **Agency-Sponsored Training Events**

As funding allows, and as needs demand, the Agency may sponsor internal training events that will be developed, organized, and planned by the Employee Development & Training Coordinator. These training opportunities may satisfy the continuing education requirements of certain licensures and certifications, as well as the annual staff training requirement.

The Employee Development & Training Coordinator is also available as a resource for any employee who is planning a training event for a particular program or location. The Employee Development & Training Coordinator can assist with all aspects of preparation for a training event, including: assistance with course development, selecting an off-site location, facilitating enrollment, providing certificates of completion, etc.

Employees who conduct internal, Agency-sponsored training sessions are responsible for submitting appropriate documentation to the Human Resources department when each event is completed. This documentation will facilitate not only the recording of each employee's attendance for inclusion in their Staff Training Logs, but also provide a record of the Topic and Trainer/Facilitator.

Documentation submitted to Human Resources after the internal training event will include:

1. Completed [Internal Training Sign-In Sheet](#) [X:\TCMHS Resources\Forms\HR\Training\]. Please note that presenters should be sure to use the appropriate sign-in sheet for training, the In-Service/Meeting Attendance Sheet is **not** acceptable.
  - Title/content of training
  - Name of Facilitator/Trainer/Presenter(s)
  - Date(s) and Location of Training
  - Number of Training Hours for the event (this information is critical)
2. Copy of the training agenda/outline and any handouts provided to attendees
3. Copies of Participants' certificates (if provided by the instructor)

### **Agency-Hosted Learning Management System**

All employees, student interns, and volunteers may request access to the agency-sponsored eLearning portal, Relias LMS. Participation in the eLearning courses will be optional for employees and will be provided upon request to the LMS Administrator/HR Training Coordinator.

For more detailed information regarding access, permissions and procedures for accessing eLearning opportunities, employees should contact the LMS Administrator/HR Training Coordinator.

### **External Training Opportunities**

Employees will have access to agency training funds, as available. In order to access available training funds, employees must complete the agency's External Training Request Form. All training requests must have the program/administrative manager's signature of approval before being processed.

Employees who participate in conferences, seminars, workshops, and other training opportunities, and whose expenses are in any part reimbursed by the agency, should provide proof of completion (e.g. Certificate or Letter of completion) to Human Resources to ensure the event is included in their Staff Training Log. In addition, employees receiving reimbursement for training expenses may be expected to conduct internal training(s) for the benefit of other agency employees.



## **II. Employee Development**

### **Opportunities for Tuition Discounts and/or Scholarships for Higher Learning**

Tri-County Mental Health Services will actively foster relationships with other community organizations, government organizations etc. to help provide our staff with opportunities for discounted college tuition and/or adult scholarships. Additionally, we will seek out programs our staff might be eligible for to receive tuition waivers, school loan forgiveness and other opportunities to lessen the financial burden of pursuing higher education.

### **Affiliation & Collaboration with Other Educational Institutions**

Tri-County Mental Health Services will actively foster affiliations with various institutions of higher learning, in addition to providing mutually beneficial clinical and non-clinical internship opportunities for students at an undergraduate, graduate, and post-graduate level. The internship program will be under the direction of the Director of Clinical Services and the Director of Human Resources.

Approved: \_\_\_\_\_ on file \_\_\_\_\_  
Catherine R. Ryder, LCPC, ACS  
Executive Director

Date: June 1, 2018