

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 240 – Staff Development and Training

I. POLICY

The Center recognizes the need for continued staff development and training of its employees to insure a high level of competency. Opportunities for staff development include both internal and external trainings. For external training, registration costs up to \$30 per credit hour and 5 paid days per fiscal year will be considered for each licensed staff member.

II. PROCEDURE

Inservice Training: A variety of inservice training activities are provided as part of a Center based inservice program. Staff assessments are utilized in the development of the schedule of inservice training. Both internal and external resources and trainers are used in this training activity. The Center based program is also used to convey to staff administrative procedure changes, including those imposed by the State contract for purchase of services. All new employees and employees changing job classification will have job specific training before beginning new job responsibilities. Training checklists will be filed in the staff personnel file.

College Courses: Permanent staff may request to attend college and post-graduate studies. The Center will review each request prior to the beginning of each semester to attend college classes to assure that no adverse affects to the Center will occur if the approved request requires a change in the normal work schedule.

The Center will not reimburse permanent staff for any expenses incurred while attending college courses.

Probationary Employees: Staff that have not completed their new employee probation or have been placed on disciplinary probation are not eligible for staff development training (staff requested). The Center will pay for all Center required training during probationary period. Center required training is training that must be completed to perform job responsibilities. Supervisors will inform staff of Center required training.

Educational Leave: The Center may grant educational leave to an employee selected for such training subject to conditions stipulated by the Center. Such leave shall be considered continuous employment except that employees while on educational leave shall not accrue sick or annual leave, or pay. Insurance will not be provided by the Center. The employee may qualify for insurance through COBRA and should speak with the Personnel Specialist to determine eligibility. The employee agrees to return and continue employment with the Center for the amount of educational leave time awarded.

Required Attendance at Seminars, Workshops, Conferences and Associations: Employees required by the Center to attend seminars, workshops, conferences and association meetings will be fully reimbursed by the Center when receipts are presented with a Travel Expense Account Form, and there is no reduction in PTO time. **EMPLOYEES DO NOT USE A STAFF DEVELOPMENT REQUEST FOR CENTER REQUIRED TRAINING. If registration is required in advance, a memo should be written to the Chief Financial Officer by the supervisor stating that the training is required and what payments are needed. If registration is not required in advance, the travel expense form is all that is required.**

Seminars, Workshops, and Associations: Employees are encouraged to attend seminars, workshops, and professional associations as a means of refreshing or building skills and knowledge related to the job activities performed as part of their jobs. The agency will not pay or reimburse employees for fees or dues incurred in joining professional associations or organizations.

Authorization: Requests for training must be prior approved by the employee's supervisor. Approval shall be determined in relation to job function, program priorities, and available funds. Approved staff training expenses shall be charged to the appropriate program's training budget line. Staff training requests in excess of \$100.00 shall be reviewed by the Chief Executive Officer. The employee will be granted 40 hours per fiscal year for any hours not worked while attending training. Registration will be reimbursed at the lesser of \$30 per credit hour or actual cost of registration. Travel expenses including mileage, meals, and motels are not reimbursed.

Professional Certification or Social Work Licensure: Payment of initial fees for certification or examination will be paid for by the agency. Any retesting is to be at the expense of the employee.

- A. The Center will require Case Managers to have license certification necessary to meet requirements of Center funding source.

1. If the staff person is pursuing a non-social work license (i.e., psychology) that requires other licensure, the Center will pay for only one career choice – either the Social Work Licensure and CEU's or the other field, not both unless more than one license is required to meet funding source. All requests for payment of supervision for licensure must be approved by Credentials Committee.
2. Any staff person in a position where a license is not required but preferred and is pursuing a license must submit a written request to the Credentials Committee for payment of initial examination testing or licensure fee. The Credentials Committee's decision will be based on a review of performance and recommendation by supervisor.

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STAFF DEVELOPMENT REQUEST

**This form is to be used only for reimbursement and Leave Approval for CEU Training
Southern Highlands Reimburses for Approved Registration Only. Travel expenses are not reimbursed
POLICY 240**

DO NOT USE THIS FORM FOR CENTER REQUIRED TRAINING

Employee: _____ RU: _____ Date: _____

Type of License: _____ Expiration Date of License: _____

Approved Hours Required for Licensure: _____ Unapproved Hours Required for Licensure: _____

Approved Hours Completed to Date: _____ Unapproved Hours Completed to Date: _____

Workshop / Seminar: _____ Date of Workshop / Seminar: _____

Hours You Will Obtain at Workshop: _____ * \$30= _____ **Total Eligible Reimbursement**

Actual Registration Cost: _____ Payment will be the lesser of the two amounts.

If cost is less than the Total Eligible Reimbursement the Center will register the employee. If cost is greater than the Total Eligible Reimbursement, the Center will register the employee after the difference is submitted to the Accounting office. Travel, meals, and motels are not reimbursed.

40 Hours Available beginning July 1 each year

Hours Requested _____ Hours Used _____ Hours Remaining _____

Signature of Employee

Date

If registration costs are to equal to or less than \$100, only the Supervisor's signature is required.

Approved: ___ Yes ___ No Supervisor: _____

Approved: ___ Yes ___ No Management Team: _____

Denied: ___ Explanation: _____