

Youth Focus, Inc.

Policy and Procedure

Title: Training – On-Going

Policy #1350

Department: Personnel Policies

Effective Date: 6/1/08

Reviewed

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Policy: All employees shall receive training in a timely manner to ensure that they are current with all training that requires renewal and that their training is in full compliance with all local, state, federal and COA training requirements.

Procedure: After pre-service training is completed the human resources department shall see that a system is established to track all ongoing training requirements. The following procedures shall be followed:

1. All employees shall be advised during initial training that it is their responsibility to maintain current training in all required areas. Employees who do not maintain current training are subject to disciplinary action;
2. Supervisors and program directors are responsible for ensuring that they only utilize employees to work whose training is current;
3. The Training Director shall establish a data base to track on-going training or shall utilize a system that is established in the human resources department to track such training;
4. The Training Director shall regularly (but no less than monthly) check the data base to determine which employees are soon to need training and review this information with the Human Resources Director;
5. The Training Director shall notify the employee in writing or by email 90 days prior to the expiration of their training that they need additional training. A copy of this notification shall be sent to the program director in which the employee is working;
6. Two weeks prior to the expiration of an employee's training credentials the Human Resources Director and the appropriate program director shall be notified of the impending expiration by the Training Director;

7. **No employee whose training credentials have expired will be allowed to work until their training is up to date.**
8. Notification of their lack of eligibility to work shall be sent to the employee, the program director, and the appropriate Asst. Director.

A similar tracking system shall be developed to track the initial training requirements for all staff working in enhanced mental health services (Intensive In-Home, day treatment, community support and therapeutic foster care).

Supersedes _____ Distribution Prepared by _____

Page ___ of ___ Dated _____ Approved by _____
