

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.1

TRAINING

All personnel employed by or under contract with the Board are encouraged to participate in staff development activities such as formal course work, conferences, seminars, clinics, local area meetings, staff meetings, and observations of other programs.

Records of in-service participation shall be maintained in the personnel file of each staff member. It is the staff member's responsibility to submit such records to the Administration in a timely manner.

Individuals participating in in-service activities may be requested to submit a report or give a presentation concerning their observations and learning experiences.

Although an employee may be fully certified, registered and/or licensed for his/her position, the Board may request that additional training or course work be obtained in order to remain abreast of current information, improve upon weaknesses which appear in an employee's performance evaluation, and/or assist the employee in keep up with the changes within his/her profession.

All staff members shall be required to complete training and professional growth activities necessary for maintenance of his/her required registration, certification or licensure.

The Board may require that an employee attend workshops, seminars, and/or in-service training sessions which relate to his/her position.

Regularly scheduled staff meetings will be scheduled within each program/department. Attendance is required for all employees within the program/department per the Collective Bargaining Agreement. These staff meetings will allow time for discussion of topics of current concern within the program such as new policies, procedures, methods of training, instruction, curriculum, and other matters as needed. A copy of the minutes of each staff meeting will be filed in the administrative office.

Adopted: 1/26/98

Updated: 7/24/2012