

Adopted 09/85

Revised 12/94  
04/04

**Subject: PERSONNEL POLICY #21  
TRAINING AND DEVELOPMENT**

Choices In Community Living requires employees to attend and participate in various in-service training and developmental programs designed to provide knowledge and skills that will enhance job performance. The agency expects employees to attend required in-services sponsored or conducted by the agency as scheduled. Employees who fail to do so without acquiring appropriate approval in advance from their supervisors are subject to disciplinary action.

Choices In Community Living will provide opportunities for employees to attend and participate in other in-service training and developmental programs sponsored or conducted outside of the agency with appropriate approvals, based on their relevance to the requesting employee's position, location, length and cost as it compares to the availability of budgeted dollars.

**Inservice Requests Procedures**

1. Employee completes an Inservice Request form and forwards it with a copy of a brochure that outlines the nature of the in-service, cost, location, date, etc. to his/her immediate supervisor.
2. Immediate supervisor reviews, signs and approves or denies request. If denied, supervisor returns the request to employee with reason for denial. If approved, supervisor forwards the request to program director, if applicable.
3. Program director reviews, signs and approves or denies request. If denied, program director returns request to program administrator and/or employee with reason for denial. If approved, program director forwards request to fiscal director for funds approval. If denied, fiscal director returns to the program director/program administrator with reason for denial. If approved, fiscal director forwards to secretary for processing.
4. Secretary enrolls employee and completes and forwards the bottom of the request form to him or her.
5. Secretary notifies supervisor, in writing, to confirm the training dates and schedule.

6. Secretary forwards request to fiscal management specialist. Fiscal management specialist writes a check and sends payment unless other arrangements are required for registration.

7. Employee submits attendance verification with appropriate timesheet.

Choices In Community Living reserves the discretion to request that employees, whose job performance in one area or another is considered below standard, attend in-service training and developmental programs sponsored or conducted outside of the agency at its expense. Employees who do not agree to the request of the agency may be subject to disciplinary action.

Choices In Community Living expects employees to attend and participate in in-service training and developmental programs sponsored or conducted outside of the agency to attend as scheduled. The agency will expect a full and immediate reimbursement of any pre-paid costs of the programs if employees fail to attend as scheduled and/or fail to provide attendance verification with their timesheet.