



## Employee Development and Training Policy

### Policy:

It is the policy of Full Life to provide quality services to our participants. In order to ensure quality services, the Employee Development and Training Policy is designed to

- assist employees in maintaining the knowledge, skills and abilities to provide quality services to our clients and participants;
- and provide employees with opportunities for personal growth and professional development.

### Procedures:

1. Full Life will provide an orientation for all new employees to include:
  - a. Overview of Developmental and Intellectual Disabilities
  - b. Self Determination
  - c. Supporting and Encouraging communication
  - d. Positive Behavior Support
  - e. Health and Safety
  - f. Documentation
  - g. Full Life paperwork requirements
  - h. Mandated Reporters
  - i. Basic Teaching Strategies
  - j. Professionalism
  - k. Employee safety policy and procedures
2. 10 hours of training is required in each fiscal year (July 1 to June 30).
3. Full Life will provide ongoing continuing education for Direct Service Workers and supervisors. Training and education will include, but not be limited to:
  - a. Positive Behavioral Supports
  - b. Documentation
  - c. Supporting Communication
  - d. Core Principles of Person-Centered-Planning (PCP)
4. Employees may meet training requirements by attending Full Life sponsored events, community training events and workshops, or by completing Independent Training.
5. Employees will be paid minimum wage for each hour of documented continuing education or training, approved by their supervisor, up to 15 hours

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- per fiscal year. Training, seminars, conferences and courses must be relevant to the field of Development Disabilities.
- a. For workshops and seminars not provided by Full Life, employees must complete Training Request Form or Independent Training Request Form. (Attachments B and C)
  - b. Training Request Form must be submitted prior to the training and approved by supervisor.
  - c. Following the training, a Training Summary Sheet, accompanied by proof of attendance must be submitted for final supervisor signature.
  - d. Training forms must be submitted to Human Resources for tabulation and recording in employee files.
6. To be eligible for any anniversary date pay raises, COLA, or bonuses approved by the Board of Directors, employees must have completed the required amount of annual training hours.

Attachment A: Training/Education Request Form

Attachment B: Independent Training Request Form

Approved by the Board of Directors on October 28, 2010