

Policy number: V-13	Subject: ORIENTATION & TRAINING
	Revision: None
Approved: Agency Board:	August 8, 1995
Policy Council:	August 23, 1995

Objective:

A trained workforce capable of career advancement through the promotion practices of the agency; compliance with regulations.

Policy:

It is the policy of the agency to conduct orientation and training programs to familiarize employees with the agency, to enable them to learn their assigned jobs and to develop the skills required for efficient job performance.

Procedure:

- A. An orientation program will be conducted for all newly hired employees to acquaint them with agency rules and policies, Drug-Free Workplace requirements and possible eligibility for insurance and employee assistance.
- B. Employees will be required to participate in continuing education and training programs when such instruction is considered necessary for satisfactory job performance and is required for licensing. The career development committee assisted in determining priorities.
- C. Supervisors will be responsible for on-the-job training involving new methods, systems, techniques, and development and documentation.
- D. On-the-job training will be conducted during normal working hours, and some training may require travel to other counties for longer than normal hours. Certain positions will require overnight travel and personal transportation, as noted on individualized job descriptions to include all positions involving coordinators, family services and program management. Employees are encouraged to use agency vehicles and/or car pool but are not required to provide transportation as a convenience to other staff who may be expected to furnish their own transportation.
- E. The Agency's Career Development Committee publishes rules related to tuition payment, release time, and clock hour training requirements as part of the Career Development Plan, which is approved by the Policy Council for Head Start employees and the Board of Director for other staff.