

SECTION 2.03 TRAINING

On-the-job training prepares an employee to effectively perform the responsibilities required of his position. It allows the employee to learn his job duties, correct procedures, and identify expected performance levels, under the immediate direction of an experienced worker. It is the responsibility of supervisors under the direction of the administration to conduct such training.

Periodically Jefferson County Board of Developmental Disabilities (JCBDD) will provide employees with in-service training at which employee attendance is mandatory. The Human Resources department will maintain records of this training. Employees, including intermittent (substitute) employees, who are required to attend these sessions, will be paid their regular wages. Intermittent employees who are not required to attend may do so on their own without compensation for their attendance.

Employee requests for attendance at external in-services, workshops, or conferences directly associated or deemed important to JCBDD programs may be granted at the discretion of the Superintendent based upon recommendations of the immediate supervisor and program director, where applicable. When available, a description of the in-service, workshop, or conference should be attached to the request. Expenses for persons representing the program shall be paid by JCBDD in accordance with policy.

Non-overtime exempt overtime employees, including intermittent employees, who are required to attend workshops, in-services, or conferences outside of Jefferson County shall have their travel time considered as part of overtime as specified in policy.

Employee requests to attend external in-services, workshops, or conferences which offer seminar or college course credit required for the employee's registration or certification may be granted at the discretion of the Superintendent based upon recommendations of the immediate supervisor and program director, where applicable. When available, a description of the in-service, workshop, or conference should be attached to the request. Employees will be paid their regular daily wage for attendance and the employee will be responsible for paying all related expenses.

Employees are responsible for securing documentation of attendance at external in-services, workshops, or conferences. Documentation shall be submitted to Human Resources in a timely manner and will be maintained in the employee's personnel file. JCBDD shall provide an opportunity for MANDT, CPR, first aid, confidentially, abuse and neglect, blood borne pathogen, universal precautions, communicable diseases and delegated nursing training to JCBDD personnel, as required. Training shall be provided by qualified personnel at no cost to the employee.