

SECTION 7 EMPLOYEE DEVELOPMENT

- 7.01 TRAINING
- 7.02 MEETINGS AND CONFERENCES
- 7.03 APPROVAL OF ATTENDANCE AT MEETINGS,
CONFERENCES OR TRAINING PROGRAMS
- 7.04 APPROVAL OF PUBLIC EXPENDITURES FOR
“SPECIAL EVENTS”

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
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- A. **EMPLOYEE ORIENTATION** - Each new employee will be provided a period of orientation by his/her immediate supervisor. In most situations, this will be handled in an informal manner on the job.
- B. **TRAINING PROGRAM EVALUATION** - The Appointing Authority shall periodically examine current and proposed training programs in order to ensure the program's relevance to individual employees and organizational training needs.
- C. **ON-THE-JOB TRAINING (OJT)** - On-the-job training prepares an employee to effectively perform the responsibilities required of his/her position. It allows the employee to learn his/her job duties, correct procedures, and expected performance levels, under the immediate direction of an experienced worker. The conduct of training is the responsibility of supervisors under the direction of the Appointing Authority.
- D. **JOB-RELATED TRAINING COURSES** - Employees may be required to attend job-related training programs, courses, workshops, seminars, etc. If training is required by the Appointing Authority, the expense incurred will be paid by the County. Employees may be asked to sign a repayment contract, should he/she choose to end his/her position within two (2) years of said training (see Repayment Contract in Appendices).
- E. **WCCC TRAINING** - To enhance the understanding of the employer-employee relationship, each newly hired employee shall be required to attend a WCCC orientation session conducted by persons designated by the administration. These sessions shall include the contents of this manual, safety procedures, payroll specifics, Bill of Resident Rights, and introduction of administrative personnel.
1. The orientation sessions will be held on WCCC time. Employees will receive regular pay during the orientation process.
 2. It will be the responsibility of the employee's department head to continue the orientation process during the probationary period by providing on-the-job training. The length of the training depends upon the education and experience of the employee as well as the department with which the employee is assigned to work.
- F. **WCCC IN-SERVICES** - WCCC employees may be required to attend In-House In-Service Classes.
1. Some in-services are mandated by the Department of Health for certification purposes, and therefore require employees to attend.
 2. Additionally, nursing facility personnel must attend those classes directly related to their position to maintain their licensure and certification. Any class taken outside of WCCC are at the employee's expense and are unpaid, unless pre-approved by the Appointing Authority.
 3. Employees will be paid for attending any mandatory training. Attendance is taken by roster and course credit is given for actual time of training.

4. On-duty employees are required to attend any in-service provided by the WCCC during their shift, if coverage allows.

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- A. The County encourages professional growth of all employees through continuing education and training.
- B. Paid registration may be granted to an employee for any bona fide educational conferences, professional organization meetings, and training seminars. The County will not reimburse mileage or hourly rate during attendance even if registration payment is granted when the following conditions are met:
 - 1. The employee's attendance occurs outside of his/her regular working hours; and
 - 2. The employee's attendance is not required; and
 - 3. The employee does no productive work while in attendance.
- C. The County will pay the cost of registration for all required attendance at meetings, training, or conferences.
- D. Employees in certain positions are required as a condition of continuing employment to take coursework and training as defined by the licensing authority.
- E. An employee may request leave, excluding sick leave, to attend educational meetings that are not required by the County. Leave may be granted at the discretion of the Appointing Authority.
- F. Meeting/training travel expenses will be reimbursed as described in Section 4.06 - Expense Reimbursement.

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- A. Professional development activity participation must have the prior approval of the Appointing Authority. This includes seminars and training taking place in or out of Wayne County. This also includes county sponsored events. Employees may fill out a Meeting/Conference/Training Request (see Appendices) to initiate this request, and submit to their Appointing Authority for approval. If necessary for reimbursement, this should be forwarded to the Commissioners' Office for expense approval and processing.
- B. **DETERMINATION PROCEDURE** - In reviewing requests for class work/training/attendance, the following items will be considered:
1. Nature and purpose of the course of study/meeting;
 2. Benefits to be derived by the employee and the County;
 3. Level of responsibility, performance, and length of service of the employee;
 4. Estimated cost;
 5. Potential lost time from work; and
 6. Ability to adequately staff services during the employee's absence.
- C. **SELECTION OF PARTICIPANTS** - Whenever there are a limited number of openings for a training course, or if attendance will be during an employee's regularly scheduled work day, the Appointing Authority will determine which employees may participate. The needs of the County, previous training experience of the employee, and service coverage will be considered in making the decision.

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- A. It is required to obtain approval in advance for any expenditure associated with a county office sponsoring a “special event”.
- B. Any event, for which expenditures are planned to include non-typical “public” expenses such as refreshments, beverages, food, napkins, table service, etc., is considered a “special event”. Examples of a “special event” include receptions, open houses, meetings, and training sessions.
- C. If the “special event” is for the benefit of (attendance by) county employees, then event expenditures must be made from salary appropriations.
- D. To obtain necessary prior approval for all such events and planned “event” expenditures, a written request (see *Special Event Request* in Appendices) must be sent to the Board of Wayne County Commissioners describing:
 - 1. the nature of the event
 - 2. the proposed date, time and place for the event
 - 3. a proposed “not to exceed” total budget for all expenses
 - 4. an itemization of all expenses included in the budget total
 - 5. the source of funds to make payment of expenses
 - 6. a statement of the public benefit to be served.
- E. Requests for approval for funding of “special events” must be sent well in advance of committing any funds or of incurring any actual expenses.
- F. The Wayne County Board of Commissioners will respond to all requests promptly and in writing.

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