

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Staff Development Off Campus Training Program
POLICY NUMBER: HR 30.02
EFFECTIVE DATE: December 1998
SUPERSEDES: N/A
LAST REVISION DATE: October 2008

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to provide opportunities for off campus training for eligible employees.

PURPOSE:

- I. To develop and enhance employee skills and knowledge for more effective job performance.
- II. To outline the procedures for participating in SBHS off campus training.

DEFINITION:

Off campus training means job related instruction, taken outside the workplace, which is designed to enhance employee performance and meet individual and organizational objectives. This training, conducted in individual or group format by vendors, non-state organizations, other state agencies, universities, colleges, or other outside organizations, may be recommended by management or requested by the employee. It does not include training conducted by the SBHS agency-wide training program.

PROCEDURES:

- I. Eligibility:
 - A. Non-Temporary full and part-time employees are eligible.
 - B. SBHS will not approve off campus training as a condition for hiring job applicants.
 - C. The training must be related to the employee's work and be approved by the employee's supervisor and Program Director. Requests for training must specify any request for reimbursement in part or in full. Administrative Leave is considered partial reimbursement for attending the training.
 - D. If an employee requests study time for licensure or certification, annual leave must be requested and if approved, annual leave may be used.
 - E. Termination of employment for any reason will automatically and immediately cancel SBHS's agreement to fund a previously approved off campus training.

SUBJECT: Staff Development Off Campus Training Program
Policy HR-30.02
Page 2 of 3

- F. The employee will present information gained from the course to other employees within sixty (60) days of the course dates(s) if applicable, if SBHS has paid for the training in part or in full.
 - G. The employee/supervisor/program manager must demonstrate, in writing, how the training will benefit the employee and SBHS.
- II. Program Limitations:
- A. If a program or course is canceled or rescheduled, an employee who is released from duty to participate in the training shall report for duty to the employee's work location and inform their supervisor/program manager.
 - B. All training and staff development is subject to fund availability and the operational needs and requirements of SBHS.
 - C. Funding for off campus training must be provided by the employee's program, unless otherwise authorized by the Chief Executive Officer.
- III. Application Procedures:
- A. An employee meeting the eligibility requirements for off campus training shall request to be considered for training through the employee's supervisor.
 - B. A request for off campus training, SBHS Form 542, form must be completed by the employee and approved by the employee's Program Director.
 - C. After approval by the Program Director, the request form is forwarded to the Clinical Director and/or Chief Executive Officer for approval.
- IV. Procedures subsequent to Off Campus Training are that the employee provides documentation upon completion of training to SBHS Registrar Clerk of his/her participation in off campus training. The Registrar Clerk updates the employee's training record accordingly.

ATTACHMENTS:

- I. [Request for Training/Education SBHS Form 542](#)

**SUBJECT: Staff Development Off Campus Training Program
Policy HR-30.02
Page 3 of 3**

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date