

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/28/79	SECTION: Training	
BOARD APPROVED ON: 03/28/79	DATE REVISED: 08/19/15, 05/16/18, 9/15/26,	SUBJECT: On-Going Development	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/17/17, 05/16/18, 07/17/19, 7/15/2021, 7/1/2023, 09/15/2026		POLICY #: EG-003	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide all employees with required initial and ongoing professional development. Employees are responsible for attending all assigned in-service trainings and workshops within the timelines established by MCCMH or SCCCMH, based on the home or location where services are delivered. The Safety and Training Coordinator will schedule all required initial training for staff on their first day of orientation. All additional MCCMH or SCCCMH trainings will also be scheduled by the Safety and Training Coordinator.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Safety & Training Coordinator

1. Schedules initial training during orientation with MCCMH/SCCCMH and in the LMS system.

Employee

2. Attends and completes all assigned trainings within the timeline established by MCCMH or SCCCMH, based on the home or location where services are delivered.

Safety & Training Coordinator

3. Maintains documentation of completed training/in-services.

4. Schedules ongoing training according to MCCMH or SCCCMH requirements and timelines, based on the home or location where services are delivered.

5. Communicates with division director, finance director, senior account clerk, and program supervisor if a training is missed so company can be reimbursed for missed training fees.