
Subject : Employee Training Policy

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.52(k)(1-3).

Policy

To provide a structured, ongoing system of training and development that will assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities and increase their professional competencies.

To ensure training and development are individualized to meet the goals and performance needs of each employee and simultaneously be responsive to the needs of the overall program.

Procedure

Workshops/Conferences

Employees requesting to attend workshops/conferences should implement the following procedure: Submit in writing a request for the workshop/conferences prior to the workshop/conference deadline date. You must include the title, date of the workshop/conference, and subjects of the workshop/conference. Indicate if/how the workshop/conference relates to your current Early Head Start position. Once the employee has completed the workshop/conference, the certificate and receipt must be submitted to the Education Manager for reimbursement.

Courses

Employees requesting to take courses should implement the following procedure: Submit in writing a request for classes one month prior to class deadline date. You must include course title, day in session and time of classes. Indicate if/how the course relates to your current Early Head Start position. Generally, the Education Manager will make appropriate recommendations after investigative measures. However, the Executive Director will make the final decision based on the current program budget. If course is approved by the ED the employee may receive reimbursement of the course. Reimbursement requires a grade of a “B” or higher, documentation of the grade, and a receipt for the course.

Training Conference Attendance

Periodically staff attends conferences out of town as part of their individualized staff development plan. The goal of sending staff to conferences and training events is to increase skills that are related to their job performance. The Executive Director will make decisions regarding staff’s participation in training events/conferences based on budget, staff performance, staff schedules, and generally the fit between the conference agenda/content and the staff member’s job function.

Training for Early Head Start positions requiring a Child Development Associate Credential (CDA) will be provided on site through CDA modules.

Staff will update their training record quarterly or as needed, which indicates the training/conferences they have attended during the quarter.