

# Minimum Standards for Staff Training

Rhode Island Department of Children, Youth and Families

**Policy: 400.0025**

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*Version: 1*

The Department of Children, Youth, and Families is committed to ensuring that all Departmental employees are well trained to provide quality services to the clients it serves. To accomplish this goal, and in compliance with RIGL 42-72-5 (b) (10), the Department has established a minimum level of twenty (20) hours of mandatory training per year for all Departmental staff, including administrative, legal, and employees of the Rhode Island Training School. The training year coincides with the calendar year beginning on January 1st and ending the following December 31st.

The immediate supervisor, in conjunction with the worker, will determine the worker's individual training needs. The immediate supervisor and his/her immediate supervisor are responsible to ensure that each subordinate receives a minimum of twenty (20) hours of training by organizing the worker's schedule to allow for maximum attendance.

All training must be work related and pre-approved by the employee's immediate supervisor to be applied under the mandatory training requirement. If there is disagreement between the worker and immediate supervisor regarding what is considered work related, the worker may bring this to the attention of the next person in the chain of command for a final determination. The Department requires that the worker and immediate supervisor review the employee's training status quarterly. This review will assist the supervisory staff in planning for adequate unit coverage and ensuring that all staff are receiving training.

Accessibility to Department affiliated training opportunities will be based on the principle of "seniority rotation" in each unit within a specific job classification to ensure that each employee has an opportunity to attend training. Once a staff member is selected by seniority to attend a training session, his/her name will be placed at the end of the seniority list. Seniority rotation will only be utilized when there is a scheduling conflict.

For an employee who works non-standard hours, compensation will be provided to allow the worker to attend training during standard working hours in accordance with contractual agreements.

## **Related Procedure...**

[Minimum Standards for Staff Training](#)

## **Related Policies...**

[Core Curriculum](#)

[Requesting Attendance at Training](#)

[Co-Sponsorship of Conferences](#)

[Job-Related Conferences](#)

[In-House Trainers](#)

## Minimum Standards for Staff Training

### Procedure From Policy 400.0025: Minimum Standards for Staff Training

- A. Review of Training Needs
  - 1. The immediate supervisor and worker will periodically review the worker's training needs. The specific training needs shall be based partly on the worker's employment and educational history relative to the current needs of the Department. All training opportunities must be pre-approved as work related by the immediate supervisor to be in compliance with this policy.
  - 2. The worker will select a training opportunity. The immediate supervisor will ensure adequate unit coverage to allow for training attendance for each subordinate.
  - 3. The immediate supervisor is responsible for ensuring that each subordinate receives the minimum annual training requirements.
- B. Applicable Training Opportunities - The following is a list of the training opportunities that are applicable under this policy:
  - 1. Department Affiliated Training
    - a. Orientation - Orientation is automatically provided to all new employees. The topic content and length of orientation varies between classifications.
    - b. Core Curriculum - Refer to Policy 400.0000, Core Curriculum for the specifics on accessibility and training schedule.
    - c. Ongoing Training - Refer to Policy 400.0005, Request for Attendance at Training for the procedures to access training. This also includes those instances in which the Department requires all employees or specific classifications of employees to attend a particular training opportunity.
    - d. Workshops, Conferences and other Training Opportunities - Refer to Policy 400.0015, Job Related Conferences for the procedures to access training.
    - e. Incentive Credits - Incentive credits are accessed in accordance with Policy 400.0005, Request for Attendance at Training. Incentive credits are approved by the Division of Training and Development within the RI State Department of Administration. A one-half (1/2) incentive credit equals fifteen hours towards the Department's minimum training requirement.
  - 2. Non-Department Affiliated Training
    - a. College Courses - An employee may utilize college courses that are work related as partial fulfillment of the mandatory training requirement. These courses must be taken during the employee's non-working hours and will not be compensated via overtime hours and/or special time off. (College courses taken in accordance with "educational leave" as per contractual agreement are applicable in this policy.) A three (3) credit course fulfills the Department's minimum training requirement.
    - b. Workshops, Conferences, & other Training Opportunities - Refer to Policy 400.0015, Job Related Conferences for the process to access training.
- C. Attendance and Data Entry
  - 1. During each Department Affiliated Training activity, all participants will complete a DCYF #167, Training Attendance Sheet. (NOTE: A full day training session sponsored by the Department may be conducted in two (2) sessions, e.g., morning and an afternoon session. A separate DCYF #167 will be provided at each session.)
    - a. The worker will complete the following DCYF #167 data elements: Name, Job Title, Division/Unit # (if applicable), whether or not the training opportunity is part of the Core Curriculum, and the employee's signature.
    - b. The instructor and the Coordinator of Staff Development and Training will complete the remainder of the DCYF #167 and forward it within five (5) working days of the training to Information Systems for data entry.
  - 2. In those instances when an employee attends a workshop or conference, whether or not the training is sponsored by the Department, the worker and immediate supervisor must complete the entire DCYF #167 and forward it within five (5) working days of the training to Information Systems for data entry. The Coordinator of Staff Development does not have to complete or authorize the DCYF #167 in these instances.

- a. The worker will initiate the DCYF #167. Worker provides his/her Name, Job Title, Division, Unit # (if applicable), and signature. The DCYF #167 is forwarded to his/her immediate supervisor for completion.
  - b. The immediate supervisor will enter the Subject, Date, Training Code, and Length of Training. The supervisor must also provide a brief description of the training and sign the form.
3. When an employee utilizes incentive credits, a copy of the documentation generated by the Office of Training and Development indicating the successful completion and number of incentive credits must be given to his/her immediate supervisor. The immediate supervisor must complete the DCYF #167 and forward it to Information Systems for data entry within five (5) working days of receipt of the documentation.
4. Upon the successful completion of each college course, the employee must submit a copy of the final transcript to his/her immediate supervisor. The immediate supervisor will complete the DCYF #167 and forward it to Information Systems for data entry within five (5) working days of receipt of the transcript.
5. In all other non-Department affiliated training opportunities, the worker and immediate supervisor must complete the DCYF #167 and forward it within five (5) working days of the training to Information Systems for data entry.
6. Information Systems will provide the director and administrators with quarterly updates on the number of training hours each respective employee has received to date.
  - a. The administrator will review and distribute the quarterly updates to the appropriate supervisory staff for review with his/her subordinates.
  - b. The immediate supervisor and worker will meet to review the worker's present training status.
  - c. The immediate supervisor is responsible for ensuring that each subordinate receives the minimum annual training requirements.
  - d. Information Systems will retain the DCYF #167 for one (1) calendar month and then forward to the Staff Development Unit to be retained for a one (1) year period.