

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO.: 4.4.1

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SUBJECT: CONTINUING EDUCATION

DEPARTMENTS AFFECTED: All Supervisors, Managers, Directors APPROVED BY:

ISSUE DATE: 3/18/98 REVISION DATE:8/01/99, 5/01/01 EFF DATE: 3/24/98

PURPOSE: In adhering with Marklund's philosophy that qualified, educated staff work with and for our clients, Marklund has developed a continuing education program to educate supervisors, managers, and directors in selected areas that will enhance their scope of knowledge and ability to be effective leaders.

POLICY: All Supervisors, Managers, and Directors are required to acquire 6 C.E.U.'s per their review year through Marklund's program or approved external programs. Utilization of their program is not limited to the titles below. Employees being groomed for supervisor positions or others designated by the supervisor may enroll with authorization. The continuing education credits will be given, but will not be mandatory.

DEFINITION: The definition of Supervisor, Manager and Director for purposes of this policy only, will include the following Marklund job titles, exclusive of Officers:

Assistant Administrator	Administrator (all)
Director of Nursing	Controller
Director of Human Resources	Habilitation Manager
Director of Education/Day Services	Director of Resale Shops
Director of P.R. and Marketing	Transportation Manager
Teacher	Director of Therapy Services
Nursing Shift Supervisor	Associate Director of Development
Medical Records Coordinator	Community Home Manager
Director of Support Services	Therapy Manager
Director of Development	Social Services Manager
Human Resources Manager	Accounting Supervisor
Director of Community Homes	Director of Facility Services

The definition of external programs include programs offered by outside training companies or management associations. Supervisors may approve the attendance at one of these seminars based on course content, relativity to the employees job, cost, and location. C.E.U. credit for external classes will be awarded by Human Resources based on the content. Although attendance at these seminars may be approved as substitution of one of the Marklund classes, this should not be the precedent. Marklund classes offer subject matter specific to Marklund philosophy, policy and procedure.

COURSE CONTENT:

Course content will be reviewed at the end of classes in May or as laws and regulations change which would affect the course content. Some classes will be repeated from year to year although content may alter. Other classes may be dropped and new ones substituted as the need arises.

PROCEDURE:

Marklund will offer classes every year. Most classes will be repeated at least two times during the course of a year. The definition of a year for purposes of this policy, will be August 1st through May 31st. As of the effective date of this policy, dates for classes will be posted for March through May, 1998. Course availability for future years will be sent out in booklet format in July of each year.

Booklets outlining course title and description plus C.E.U. value as well as a copy of this policy will be given to all promoted Supervisors, Managers, and Directors as well as newly hired Supervisors, Managers, and Directors when Human Resources receives a status indicating their new title. As of the effective date of this policy all current Supervisors, Managers and Directors will receive a copy of the booklet plus this policy.

Enrollment forms for classes are available from your building's receptionist, Administrative Assistant, or through the Human Resources Department. Enrollment forms must be filled out by both the employee and their supervisor and turned into the Administrative Assistant in Administration five (5) working days prior to the first day of the class. Confirmation of enrollment will not be sent to employees; however, Human Resources may cancel classes if less than three (3) employees enroll in a class. Employees would then enroll the next time the class is offered.

All classes will be held at the Administration building unless otherwise noted. Classes will begin promptly at the time indicated and will end no later than the time indicated. Employees will be paid for the time spent in class; however, the hours in class will not count toward overtime hours in accordance with the Fair Wage and Hour Act.

Once enrolled, employees will be expected to keep their commitment and come to the class. As the enrollment form indicates, if an unforeseen circumstance arises, the employee must notify the Administrative Assistant at Administration as soon as possible. Failure to show up without notification will be reported to the employee's supervisor. Repeated failure to show up for classes by the same employee may result in developmental action.

Employees will receive material in the class that will be used during class time and will be for their use after class.

Every attendee will receive a course and instructor evaluation form at the end of the class that they will be asked to complete. The information collected on this form will be used for purposes of improving the course, only.

After completion of the class each attendee will receive a certificate of attendance C.E.U. credit. The employee will receive the original and copies will go into their career record. Supervisors will not receive a copy of the certificate but may call Staff Education to verify their employees' attendance. Beginning with current employees review in 2000 and at their annual thereafter, a copy of each employee's career record will be sent to the supervisor along with their annual review. Non compliance to this policy will affect annual performance reviews.