



9.2 EMPLOYEE IN PERSON TRAINING

LADD

Employees are required to attend training sessions. Successful completion of training is a requirement of continued employment. Training is an essential and contractual requirement; thus, refusal to attend or failure to pass will result in disciplinary action up to and including separation from employment or revoking of the conditional job offer if this is the initial training.

If an employee has restrictions or requires ADA modifications, they must contact the Human Resources Department to further discuss prior to attending their scheduled training. The Human Resources Department must have restrictions on file to determine if training accommodation needs to occur, or if the employee is exempt from attending the scheduled training until restrictions are lifted. This is not determined by the employee; therefore, attending a scheduled training is still required unless otherwise directed by the Human Resources Department or member of Management.

Training may be required and taught by LADD Trainers, Contract Agencies, and/or other qualified Trainers. Training locations are determined by the session and may include the work location, LADD Training Centers or another location secured by LADD.

All training is considered a scheduled shift; therefore, mileage is not reimbursable. Employees will be paid for hours in attendance at scheduled trainings. Attendance at these trainings must be documented on the Signature Sheet provided at the training as well as on the employee's timecard in time keeping system.

Training is considered a scheduled shift, and employees must work their scheduled shift. If an Employee is unable to attend due to an illness or extenuating circumstances, they must call their direct Manager prior to the start of the scheduled training to inform them that they are unable to attend the scheduled training. The employee is then responsible to work with their direct manager to get rescheduled for the next training prior to their current training expiring.

CPR and First Aid is required within 60 days of employment and then as required to continue certification. Employees who miss CPR or First Aid scheduled by LADD can be required to obtain the missed training at their own expense and may be removed from the schedule until the training is completed. It is the responsibility of the employee to verify the training obtained is approved and verified with the Human Resources Department.

Initial trainings may also include:

- Mandt/Crisis Intervention – required within 30 days of employment
- ORR (Office of Recipient Rights) – required within 30 days of employment
- NHO I (during NHO) - required within 60 days of employment
- NHO II/ Individual CLS Training (In-Program Training)– required with 30 days of employment
- Culture of Gentleness – as scheduled
- Employees are required to correctly follow all training as taught at all times.