

PROCEDURE

Series:	HR-Practices	COA: TS 1, 2; PQI 1.03, 6.02; CR 2, HR 5.02
		CFOP:
Procedure Name:	Training Requirements for New Hires or Existing Staff who Transfer/Promote	
Procedure Number:	HR 2222	
Revision #/Date:	(1) 12/23/08, (2) 3/18/13, (3) 7/8/13 (4) 8/11/14, (5) 2/11/2020	
Reviewed Date	12/1/15	
Effective Date:	3/18/09	
Applicable to:	Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

PURPOSE: To set minimum guidelines for training requirements for newly hired employees and internal employees who accept a transfer or promotion into a new position which has specific training requirements.

References: GOV202 Internal Controls, GOV203 Risk Management Policy
Brevard Family Partnership Staff Training & Development Plan and BFP Network Training Plan
New Employee 90-Day Orientation Checklist

Definitions:

Procedure

Overview

- 1) The BFP FOA seek to enhance the training and professional development of their employees. Newly hired employees will participate in a training and/or transition plan. The training and/or transition plan is incorporated into the New Employee 90-day Orientation Checklist; and it outlines the employee's training expectations and requirements in order to meet initial training requirements and specific requirements of the position.
- 2) During new hire orientation the employee is provided with the Employee 90-day Orientation Checklist and this is reviewed with new staff. This document provides information about initial mandatory trainings as well as other important information about division meetings for orientation and functional overview. Each supervisor of a new staff member is responsible for ensuring that the new employee progresses through this checklist so that all required activities are completed within required deadlines and within the initial 90-day orientation period. The supervisor provides training regarding the elements of the position, facility information, and helps to orient the new staff member into the department, division and agency.
- 3) In the case of a new hire, the original Employee 90-day Orientation Checklist which outlines the training/transition plan will be retained by the employee in order to ensure completion of



tasks during the first 90-days with the agency. The employee and supervisor are jointly responsible for ensuring that all activities are completed within prescribed timeframes, if any. The completed form is submitted to the Human Resources Manager or designee.

In the case of internal staff who transfer or are promoted into a new position, the supervisor meets with the employee to develop a transition training plan for the new responsibilities. The employee's supervisor works with the employee to address the components of the transition plan and to provide assistance and guidance as necessary in order to achieve successful completion. If the employee is being transferred to a position that requires specific child welfare certification it is the responsibility of the supervisor to ensure that this requirement is met, and/or if not, to obtain approval for this to be accomplished within a specific period of time. In this instance, the supervisor will coordinate with the appropriate departments to ensure the training is completed in required timeframes. An employee hired for a position that requires certification and does not yet have achieved will not be permitted to work one-on-one with a family until certification is obtained. Child Welfare training and certification requirements are identified in the BFP Network Training Plan.

- 4) Each BFP FOA employee will obtain a minimum of 15 training hours annually based on the date of hire. BFP FOA employees whose position requires Child Welfare Certification through the Florida Certification Board must accomplish a minimum of 20 hours of training per year.
- 5) All BFP FOA employees also complete the following trainings on an annual basis:

Annual Trainings

- Auxiliary Aids & Service Plan Training
- Inspector General Procedure Training
- Conflict of Interest Procedure Training
- HIPAA
- Universal Disease Precautions
- Cultural Diversity Training
- Civil Rights & ADA Training
- Employee Safety
- Mandatory Reporting/Confidentiality
- Disaster Awareness Training
- Critical Incident Reporting
- Harassment Prevention Training
- Security Awareness Training, as directed by DCF
- Child Welfare Standards, Values and Practice (Ethics, Confidentiality and Cultural Competence)
- Whistle Blower Protection/Insurance Training

Trainings specific to child welfare only may not be required by some staff, but other standard annual trainings will apply.



- 8) BFP FOA employees hired into positions which require certification as a Child Protection Professional must follow these requirements and are responsible for ensuring they maintain their certification status as detailed in the BFP Network Training Plan.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 3/20/2020