

WORKFORCE LEARNING AND DEVELOPMENT POLICY

REFERENCES: CDC Grant RFA-OE22-2203 - Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems

The purpose of this policy is to establish provisions by which an employee of the Southeast Health District – County Board of Health may be provided opportunities/courses (i.e., Development Series opportunities) to further develop their knowledge, skills, abilities and best practices to become better qualified and equipped to perform the duties of their present job and/or progress to more advanced or leadership positions. The goal of Development Series opportunities is to improve productivity, effectiveness and efficiency of the current and future SEHD workforce to address public health initiatives, priorities and challenges. SEHD is committed to a culture of learning in which leadership and employees are engaged and supported in continuous growth and development. Development Series will be released on a regular basis as activities and projects are completed and new ones are identified. Upon successful completion of an approved Development Series and once all deliverables are documented, an employee may be awarded a stipend

Funds for the Development Series stipends will likely expire at the conclusion of the CDC Grant or prior based on the availability of funding. This policy does not apply when an employee is *required* to attend certain educational programs or when the completion of certain training is mandatory for an employee to retain his/her current position.

The Workforce Development Committee will provide assistance and coordination in securing training resources, setting standards, determining needs, securing and disseminating information on resources for specialized training. The Committee will consult with SEHD subject matter experts, community partners and/or professional networks on training and development programs to promote learning opportunities through a variety of channels. The Committee will review applications for Development Series and Development Series Proposals for selection of participants and appropriate future development opportunities and offerings of training, coursework, certification, etc. Depending on the opportunity and content, the Workforce Development Committee MAY choose to identify reviewers and subject matter experts from within the organization and/or with community partners to select participants in the series or to evaluate the proposal of a Development Series. While employees will not necessarily be limited to a particular number of Development Series or paid stipends within a set timeframe, the Workforce Development Committee will strive to offer a wide range of opportunities to afford as many interested, qualified employees as possible. Therefore, previous participation in a Development Series will be a consideration in prioritizing applicants in final selection.

(Section A)
SCOPE

1. This policy applies to all full-time and part-time salaried employees who are in good standing and have been employed by SEHD for a 6-month period prior to submitting a *SEHD Workforce Development Series Application*. Should an employee's standing change during the series (i.e., fall under progressive discipline or receive a corrective action), continuation in the development opportunity, provision of stipend and/or participation in additional duties related to the Development Series will be evaluated to potentially withdraw employee from participation or withhold stipend.

(Section B)
DEFINITIONS

1. **“Development Series”** are series of trainings, courses, certifications, etc...selected by the SEHD Workforce Development Selection Committee. Development Series opportunities are released on an intermittent basis, as opportunities are identified. Opportunities will be distributed by e-mail and shared on the employee Intranet, usually with all employees, unless the opportunities are appropriate for a particular job or discipline (e.g., certain nutritional courses for Nutritionists, IT Certifications for IT staff). With approval and support of his/her supervisor, employees must apply for desired Development Series opportunities **and** be chosen/approved by the Workforce Development Selection Committee.
2. **“Stipend”** is a one-time, pre-determined amount awarded to an employee upon successful completion of an approved Development Series. Stipend amounts will be based on rigor and requirements of the Development Series. Amounts and requirements will be released at the time of posting of the opportunity.
 - 2.1. A stipend will be included as salary in the pay period issued and will be taxed as such. It shall not, however, be included in the regular rate of pay for purposes of calculating overtime or as earnable compensation for determining retirement benefits.

(Section C)
**PROCEDURES
AND
GUIDELINES**

1. The *SEHD Workforce Development Series Application* must be completed by an employee wishing to apply for a specific Development Series and submitted to the employee's supervisor 30 days prior to the beginning date of a Development Series. Should the opportunity not allow for a notice of 30 days, supervisors must

carefully assess the feasibility of scheduling before approving the employee's participation.

2. Approval process consist of:
 - 2.1. Supervisor and County Nurse Manager/Program Director approval;
 - 2.2. Workforce Development Selection Committee approval;
 - 2.3. Human Resources approval; and
 - 2.4. SEHD Management Team final approval.
3. With supervisor approval, the employee *may* be granted reasonable worktime while engaging in a Development Series. Each series will come with information on suitable time allowed.

Overtime will not be paid; however, compensatory time will be awarded if the work week can not be adjusted. Reasonable adjusted time **may** be awarded but it must be pre-approved by the supervisor.

4. Upon completion of a series, employee will provide evidence/documentation to support successful completion to supervisor. Supervisor will then submit approval to pay stipend (i.e., approval signature on bottom of the original application form).
5. A Stipend is subject to the availability of funds.
6. Managers and employees will have opportunities to nominate Development Series ideas to the Workforce Development Team using the SEHD Workforce Development Series Proposal form.

(Section D)
REIMBURSEMENT

1. Stipend amounts are set by the Workforce Development Selection Committee based on the rigor and requirements of the Development Series. Amounts of stipends will be pre-determined and released at the time of the posting of the opportunity.
2. Payment for a stipend will be processed during the pay period following successful completion of a series (including all

deliverables required after any formal training) and supervisors' approval has been received by the SEHD Workforce Development Coordinator and the Accounting/Payroll office.

FORMS

SEHD WORKFORCE DEVELOPMENT SERIES APPLICATION

SEHD WORKFORCE DEVELOPMENT SERIES PROPOSAL

REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS