

# **GRAND TRAVERSE PAVILIONS**

## *Staff Development*

### **MANDATORY IN-SERVICE**

### **POLICY**

#### **PURPOSE**

To ensure completion of mandatory in-services which are designated as mandatory for specified employee department(s)/discipline(s). Mandatory in-services are those in-services determined to be essential to the Organization.

#### **PROCEDURE**

1. In-services will be designated as mandatory as determined by the Organization.
2. Employees will be informed of the dates/times and required completion dates of mandatory in-services.
3. Employees will be permitted time during their scheduled work shift to complete mandatory in-services. Employees must first discuss with a supervisor prior to leaving their assignment to work on the mandatory in-service.
4. When attending an offline (classroom) mandatory in-service, employees will be required to sign the In-Service/Conference Attendance Sheet and if applicable complete required pre/post tests and sign required acknowledgments.
5. The specific date for an offline (classroom) mandatory in-service make-up will be established by the Staff Development representative/designee.
6. Prior to the stated deadline, a list of employees who have not yet completed the mandatory in-service (online Relias Learning) will be distributed to Department Directors and posted by the time clocks.
7. Employees who fail to complete the mandatory in-service by the required date will be subject to progressive discipline, up to and including termination, and will need to complete the in-service at the beginning of their next scheduled shift.
8. Employees who miss a mandatory in-service as a result of an approved vacation or leave of absence will be responsible to make arrangements with staff development/designee to meet the mandatory in-service requirement(s) upon their return.