

V-A-5

COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD 27 Vista Drive, P O Box 500, Lisbon, Ohio 44432	
SUBJECT: PROFESSIONAL GROWTH AND CONTINUING EDUCATION	Section: Page 1 of 2
Effective Date: 11/04/02 Approved By: Patricia A. Baumgarner Executive Director Approval Date: 11/04/02 Revision Dates:	Supersedes: Page Number(s): Section Number:
<p>POLICY:</p> <p>It is the policy of the Columbiana County Mental Health and Recovery Services Board to encourage the continuing education, growth, and professional development of its staff.</p> <p>The Board will assist in this growth and development by providing time and financial support, within budgetary guidelines, to permit staff to attend workshops, seminars, meetings, and professional conventions. In addition, the board will provide inservice training for staff members.</p> <p>Each full time (exempt and non-exempt) employee shall also be provided with an annual allowance (per personnel policies) for professional dues, personal growth seminars, or development workshops not directly job related.</p> <p>PROCEDURE:</p> <p>Employees eligible for this benefit are to follow the procedures identified below:</p> <ol style="list-style-type: none"> 1. An employee wishing to attend a conference or seminar must first request approval from his or her direct supervisor or the Executive Director at least two weeks prior to the event and complete the Board's Mileage/Expense Report form (attached) for approval. 2. The Supervisor or Executive Director reviews the request and makes a decision based upon its relationship to the employee's job responsibilities and staff development plan. 3. The request is not fully approved until an official purchase order has been issued to appropriate funds to cover the estimated expenses. The employee will receive a copy of the approval. 4. When the conference/seminar event is completed, the employee is required to submit receipts for reasonable actual expenses, per limits identified in the Board's Personnel Policy Handbook. 5. Certificates of attendance must be forwarded to the Executive Director to be placed in the employee's personnel file as verification of the employee's continuing education. 	

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6. Employees may be asked to present information obtained at workshops/seminars to the staff who may benefit from this information.
7. It is the prerogative of the Executive Director to establish ceilings for the amount of costs eligible for reimbursement.

FORMS:

Mileage/Expense Report

CCMHRB:pr
11/04/02