

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Mandatory Staff Development

Series: G85

Reference:

Issued: 10.20.2016

Revised:

Revision Number:

Page 1 of 3

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85.01. **Policy Statement.** It is the policy of the Kanawha County Board of Education that all employees are required to attend or participate in trainings to meet the requirements of the positions they hold, and to complete the required training within a specified period of time to remain employed at Kanawha County Schools.

85.02. **Background and Justification.** New Employee Orientation is required for all employees. Kanawha County Schools is clearly setting the expectation for all employees to complete safety training; Reporting Suspected Child Abuse and Neglect; Title IX/Sexual Misconduct; Cultural Diversity; bullying awareness; and other trainings such as FERPA, and those required for some or all employees depending on job duties.

85.03. **Examples of Required Trainings.**

85.03.1. **Mandatory New Employee Orientation** – consists of Back Injury and Lifting; Slips, Trips and Falls; Sexual Harassment; Bullying Recognition and Response; and Cultural Diversity and is required of all new employees prior to starting their job duties.

85.03.2. **Mandatory Safety Trainings** as required Board Policy G67. The basic safety trainings required of all employees must be completed annually based on Job Duties.

85.03.3. **Mandatory Title IX/Sexual Misconduct training** is required by both state and local policies and must be completed annually.

85.03.4. **Reporting of Suspected Child Abuse and Neglect training** is required by both state and local policies and must be completed annually.

85.03.5. **Mandatory Bullying Awareness training** is required by both state and local policies and must be completed annually.

85.03.6. **Cultural Diversity Training** provided by Board Policy A04 is required to be completed annually.

85.03.7. **Other Mandatory Trainings** are such training programs determined by the Superintendent of Schools to be reasonable and necessary for an employee based upon such employee's job duties.

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Page 2 of 3

---

85.04. **References Relied Upon.** See above.

85.05. **Responsibilities.** Supervisors are responsible for ensuring that those employees they lead or supervise are notified of required trainings, both basic trainings for all employees and those additional specific trainings required for their particular job duties, and that compliance with required trainings is addressed in the employee's performance evaluation. All employees of Kanawha County Schools must complete the required trainings in the time period designated by the Superintendent of Schools.

Additional trainings may be relevant to an employee's job as required by the employee's supervisor or through an assessment of task specific job duties or conditions of the workplace. Where such trainings are required or necessary to perform job duties, those trainings are encompassed in this policy. Examples include Ladder Safety, Blood-borne Pathogens, Homeless Students, Online Safety, FERPA or other administrative trainings of a similar type.

All employees are required to complete eighteen hours of staff development during each school year, and Kanawha County Schools' online staff development will constitute six of those required hours.

85.06. **Non-Compliance.** All supervisors are expected to be familiar with required trainings and assist employees in scheduling and completing trainings. Non-compliance will result in implementation of the following discipline process:

Failure to complete one year – one-half day unpaid suspension

Failure to complete two years – three days unpaid suspension

Failure to complete three years – five days unpaid suspension

Failure to complete four or more years – may result in a recommendation for dismissal

Non-compliance may also result in an unsatisfactory performance evaluation of the supervisor and/or the non-complying employee, and may result in inability to perform required job duties and risk of injury to person or property.

85.07. **Exceptions.** None.

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Page 3 of 3

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- 85.08. **Procedures.** Supervisors and employees who need assistance in identifying and completing their required trainings should consult with Human Resources or Staff Development in order to identify required trainings and distinguish required trainings from non-mandated trainings and to receive assistance in accessing and completing the required training.