Chapter Title	Section #	Subject #	
Human Resources	HR	540	
Subject Title **Organizational Member Development**	Adopted 04/26/99	Last Revised 09/23/19	Reviewed 04/24/00; 1/26/09; 1/25/10; 1/24/11; 6/25/12; 6/24/13; 8/25/14; 7/28/15; 5/23/16; 8/28/17; 8/27/18; 9/23/19

POLICY

Application

This policy shall apply to organizational members of The Right Door for Hope, Recovery and Wellness.

1.0 Organizational Member Development

The Right Door for Hope, Recovery and Wellness shall promote and ensure opportunities for, education, training, and learning opportunities to increase knowledge and skills for all organizational members in providing care and services to the people it serves.

Each employee shall have an annual professional development plan. This plan shall identify areas in which training is beneficial to the employee's job and professional development. The CEO or their designee shall authorize all training requests in writing prior to an employee's attendance at the training.

The CEO or their designee may require that an employee attend trainings or other learning opportunities, at their discretion.

2.0 Tuition Reimbursement

Employees pursuing college or university coursework may request assistance with tuition reimbursement for courses from an accredited college or university.

2.1 Courses must be related to the employee's current job and in a discipline the agency has identified as an unmet need.

2.2 Applicants must have completed one full year of employment at The Right Door for Hope, Recovery and Wellness, with a satisfactory Annual Job Evaluation, prior to approval for reimbursement.

2.3 All requests for tuition reimbursement must be approved in writing by the CEO before the semester or term begins.

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2.4 The Right Door for Hope, Recovery and Wellness shall reimburse one-half (50%) of the approved employee's tuition, up to a maximum of $1,500 per employee per 12-month period.

2.5 Upon completion of the course, the employee must present to their supervisor the receipt of paid tuition and documentation of a 3.0 grade or better to qualify for reimbursement.

2.6 Books, travel, time off for classes, and other related expenses are the responsibility of the employee and are not eligible for reimbursement.

2.7 Employees receiving tuition reimbursement who terminate employment with, or are terminated by, The Right Door for Hope, Recovery and Wellness, must repay 100% of all tuition reimbursement costs provided by The Right Door for Hope, Recovery and Wellness during the 24-month period prior to date of termination.

References

CARF Standards, Workforce Development and Management

Nancy Patera, Board Chairperson	Date		