

## ADMINISTRATIVE POLICY

- 1 It is the philosophy of OPTIONS to provide its staff members with the training and information necessary to ensure adequate performance of job duties. To this end, OPTIONS has developed a comprehensive training program. All staff members are required to attend specific training sessions within a predefined period of time. Staff members will be assigned such training at the time of the New Employee Orientation (NEO).
- 2 If an employee is determined to have a performance issue in need of improving, a personal improvement plan may be created. This plan may include additional training as identified by the employee's supervisor.
- 3 Information contained in an employee's file, including written conversations, disciplinary measures or personal improvement plans is considered privileged information.
- 4 This policy is further expanded upon in the Employee Handbook.

POLICY DATE:	August 1999
REVISED:	May 2004
REVISED:	May 2012
REVISED:	February 2014
REVIEWED:	August 2015
REVIEWED:	September 2016
REVISED:	October 2017
REVIEWED:	October 2018
REVIEWED:	November 2019
REVIEWED:	November 2020
REVISED:	January 2022
REVIEWED:	February 2023