

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 area 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, May 2012, February 2014
REVIEWED: August 2015, September 2016
REVISED: October 2017
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