



## **Legacy's Employee Training and Development Policy**

### **Policy Purpose -**

The purpose of this policy refers to the expectations of Legacy's staff to complete required training and professional development. Staff is expected to complete 12 hours of training and professional development per year. Any questions regarding this policy, ongoing training and professional development should be addressed to Monica Maniscalco, Director of Education and Training ([monica.maniscalco@legacynj.org](mailto:monica.maniscalco@legacynj.org), 732-523-0769).

Ongoing job training and professional development will give Legacy's staff the tools needed to perform their jobs with confidence, improve efficiency and productivity as well as provide our clients with exceptional service. Although Legacy management is responsible for providing employees with ongoing training, it is encouraged that employees make suggestions if they are interested in any specific topic(s) or training.

This policy applies to all permanent, full-time, and part-time employees of Legacy. Training is based on requirements set forth by NJ Department of Developmental Disabilities (DDD) and at the discretion of Legacy management. Failure to comply with or complete the required training may result in disciplinary action including termination.

### **What is meant by training and professional development?**

The following covers the terms and conditions that fall within training and professional development:

- Formal training sessions (individual and/or in group setting)
  - Internal trainings as directed by Legacy management team
  - Training provided by professional outlets such as College of Direct Supports, Bogg's Center or NJ Department of Developmental Disabilities, etc.
  - On-the-job training
  - Shadowing
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### **Legacy Specific Trainings-**

Legacy will occasionally invite industry professionals to speak at staff meetings. This will count towards completion of the yearly requirement of 12 hours. Examples of Legacy specific trainings may include:

- Trainings for new employees
- Diversity training
- Leadership training for managers
- Training teams for Legacy specific requirements such as new systems and/or policy changes
- Trainings for new roles and/or responsibilities

**Ongoing mandatory professional development will take place on the second Thursday of each month at 9:15am.** Please plan your schedule accordingly.

### **Cancellation or Missed Training/Professional Development**

If an employee decides to drop or cancel a class, they must immediately inform the Director or Education and Training and their immediate supervisor.

**Legacy's Employee Training and Development Policy Acknowledgement**

I, \_\_\_\_\_ (PRINT NAME) an employee of Legacy Empowerment Services, LLC hereby acknowledge, I have read, understand and received a copy of **Legacy's Employee Training and Development Policy**. I further agree to complete all training set forth by Legacy within the required time frames as indicated by Legacy and as a condition of employment. I understand that if I do not pass or do not complete these required trainings, may result in disciplinary action including termination and I will not be eligible to provide Medicaid services to DDD clients

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_