WHITE RIVER HEALTH DISTRICT
dba DESCHUTES RIM HEALTH CLINIC
1605 George Jackson Rd., Maupin, OR
541-395-2911
www. Deschutesrimhealthclinic.org

POLICY: EMPLOYEE TRAINING POLICY

APPROVED BY: WRHD BOARD OF DIRECTORS
DATE OF APPROVAL: April 25, 2024
DEPARTMENT: Human Resources
POLICY NUMBER: HR-13

PURPOSE:
The Deschutes Rim Health Clinic desires to improve work performance of its employees and maintain a professional, well-trained workforce.

This Policy will provide guidance on employee training opportunities and requests, and reimbursement of such training by the clinic. This Policy will also ensure equitable training among employees for positions they hold, and guide decisions on special training or training outside of an employee's position.

BACKGROUND:
The Deschutes Rim Health Clinic has no formal Training Policy or Training Section in the Employee's Handbook. This has led to subjective and unequitable decisions on which employees receive training, and for what needs and purposes, with minimal documentation. In addition, training an employee for special skills and knowledge outside of the position for which they were hired requires special consideration. Also needing consideration is the clinic's responsibility for or acceptance of the cost of training.

1. EMPLOYEE TRAINING FOR HIRED POSITIONS:

All employees are encouraged to take training for the position they hold for which they were hired, to enhance and expand their skillsets and knowledge of that position such that work performance will likely be improved. The following are considerations and processes to be followed:

- Supervisory Recommendations:
  - Supervisors will be aware of training opportunities for employees/positions they supervise and offer such opportunities to their employees.
  - Supervisory recommended training to improve skill sets and knowledge as part of an employee's workplan to improve performance is also encouraged.
  - These training opportunities should be reasonable in cost, and likely help improve an employee's performance.
  - Training is encouraged through Special Districts Association of Oregon
- Employee Requests:
  - Employees may request training if they believe such training will improve work performance for the position they hold.

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- Cost of Training:
  - Regular and enhanced training costs shall be covered by the Deschutes Rim Clinic upon approval of the supervisor.
  - Costs shall include actual training, travel, meals and lodging. Employees will be provided a specified per diem amount to cover the cost of lodging and travel, if any. Any costs outside the per diem amount must be covered by the employee and not be included in any reimbursement request.
  - Training costs should be included in the fiscal year's annual budget, and not exceed the budgeted amount.
- Approval Process:
  - Employees shall submit a Training Request Form to their supervisor, including the training subject, cost, location, date of training, any lodging or travel requirements and costs, and training institution/agency. Employees should also acknowledge the benefit of such training: what they expect to learn, and how it will improve their work performance.
  - Supervisor shall consider each request as to its merits, including whether it is quality training by a recognized training institution, and approve or disapprove the Request, sign the Request Form and return to the employee. Supervisor shall keep a copy of the Request Form in the Employee's Confidential File.
  - Once approved, the employee may proceed with training registration.

2. EMPLOYEE TRAINING FOR AREAS OUTSIDE OF THE POSITION FOR WHICH AN EMPLOYEE WAS HIRED:

On occasion, an employee may request training for work not related to the position for which they were hired, either as a cross-training opportunity or to train to fill a position. These requests shall require special consideration by the supervisor, including:

- The purpose of the request and whether the employee is a good candidate for such training.
- The employee's current work performance in the position for which they were hired.
- Quality of training and training institution.
- Requirement to take time off from work for training and impact on work coverage; or ability to train on site at the clinic.
- Benefit to the clinic of approving the requested training.
- Position for which training is requested; is there a need to fill the position or have a backup plan to accomplish the work.

In the case of training to 'fill a position' (not cross-training per se), other considerations for the supervisor are:

- Ramifications to clinic structure if employee successfully completes training, is the selected candidate to fill a vacant position, and vacates the current position.
- Cost to clinic of training, and whether it is reasonable and within the scope of the budget.

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Approval Process:
If approved, the approval process would follow the same process outlined above under #1; however, justification for the training (addressing the above considerations) would need to be provided by the supervisor and final approval provided by the District Manager.

Assurances:
The clinic must ensure that a trained employee who trained at the clinic's expense and who later fills a vacant position, would remain on the workforce for a specified period of time, for the clinic to benefit from its investment. This will require a formal agreement between the Clinic and the Employee that stipulates the parameters of the training and potential change in position, including length of employment in the new position and penalties if employee leaves the position prematurely. Penalties could include full reimbursement by the employee to the clinic for such training, either voluntarily or through paycheck garnishment.

DOCUMENTATION OF TRAINING COSTS:
For training costs paid up front by the employee, employee must complete a reimbursement request form to be reimbursed. The form should include all receipts of expenditures for the training, including travel mileage /gas, lodging, meals and training cost. Expenses must not exceed the approved per diem amount to be reimbursed. The Supervisor or District Manager shall approve reimbursement.

On occasion, the clinic will cover the cost of training up front (for example, registration for training through SDAO); such coverage will not include the cost of travel, meals, and lodging.

3. SELF-INITIATED TRAINING BY EMPLOYEE:
An employee may always take training outside of the position for which they were hired if they train on their own time and cover all costs related to the training.

Passed by a majority of the Board of Directors of the White River Health District, with a quorum in attendance, the 25th day of April, 2024

White River Health District dba Deschutes Rim Health Clinic
Wasco County, Oregon

By Suzanne Kuna — 4/30/24
Board Chair — Date

Attest:
By Allison J Bechtol — 4/30/24
Board Secretary — Date