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Mahoning County Children Services 1509-01
WORK RULE - Article 33-A K33346

**Continuing Education:
Training Incentive Program**

Date Distributed: August 22, 2012

Date Effective: February 1, 2012 (retroactive)

This work rule is being issued to clarify Article 33, Section 1 (A and B) regarding the Training Incentive Program. This work rule obsoletes and replaces Work Rule 33-A (dated April 14, 2008) which addressed university credit and training hours which is now covered under OAC 5101:2-33-55 (effective August 17, 2009).

Effective February 1, 2012, employees will be granted an annual training incentive, based on documented completion of the number of training hours required for each employee. Employees who are required to use the E-Track System must be able to demonstrate accurate data entry into the E-Track System.

1. Social services staff are required to complete 102 hours of Core Training in the first year of employment, 12 hours of domestic violence training within 24 months of employment as part of the requirement of 36 hours of training annually thereafter.
2. Child care staff are required to complete 20 hours of orientation/training within the first 30 days of employment after the date of hire and 32 hours of training during the first year of employment for a total of 52 hours during the first twelve months of employment, and 24 hours of training annually thereafter.
3. Clerical/fiscal/support staff are required to complete 12 hours of training annually.
4. Employees must demonstrate completion of training hours through a certificate/acknowledgement awarded at the completion of the training session.
5. Annual training hours are calculated based on the anniversary date of the employee for social services staff and child care staff. Annual training hours for clerical/fiscal/support staff are based on the contract year beginning February 1, 2012. The training incentive may be requested at the conclusion of the required number of training hours, with verification of attendance once per year.

Work Rule 33-A

Continuing Education: Training Incentive Program
Page 2

6. Training incentives (see Exhibit No. 1) will be granted based on completion of the number of training hours required as specified:
 - (A) Social services staff with mandated training hours will be granted a training incentive of \$500.00, based on successful completion of annual required training (Tier #3).
 - (B) Child care staff with mandated training hours will be granted a training incentive of \$275.00, based on successful completion of annual required training (Tier #2).
 - (C) Clerical/fiscal/support staff will be granted a training incentive of \$200.00 based on successful completion of required training (Tier #1).
7. To request the training incentive, the employee must fill out the Training Verification Form, attach verification of training, and submit to his/her supervisor for approval. The supervisor will submit the form to the payroll clerk for processing.
8. This work rule is subject to change based on any changes in mandated training hours per state rules and regulations.

Denise E. Stewart

Denise E. Stewart
Executive Director

Date: August 22, 2012

**WORK RULE 33-A
EXHIBIT NO. 1**

Tier 3: \$500.00

Child Welfare Caseworker 3
Child Welfare Caseworker 1 (Intake Receptionist)

Tier 2: \$275

Youth Leader
Part-Time Youth Leader

Tier 1: \$200

Data Processor
Secretary 1/Legal Secretary
Computer Operator
Account Clerk 2
Account Clerk 1
Clerical Specialist
Technical Typist
Telephone Operator
File Clerk 2
Clerk 1
Family Services Aide 1
Maintenance Repair Worker
Part-Time Account Clerk 2
Part-Time Unit Aide
Part-Time Cook