

707 Required Training Hours

In order to qualify for a potential salary increase, employees are required to have worked for IECP for one calendar year and accrued 30 hours of IECP sponsored training by the anniversary of their hire OR anniversary of last pay evaluation, if these dates are different. If the employee does not accrue 30 hours of training by the anniversary date of their hire, they will not be eligible for salary increase consideration unless and until they meet the 30-hour requirement. Once they meet that 30-hour requirement, they will be assigned a new annual raise evaluation date and will not be eligible for another annual raise until one year from that new date.

Example:

Jim's last pay raise was 9/15/14.

As of 9/15/15, he had only completed 26 hours of training.

He met the 30 hours, and other requirements, on 10/3/15. He received a raise on 10/4/15.

Jim will not be eligible for raise evaluation until 10/4/16 and must obtain 30 hours of training from 10/4/15-10/3/16 in order to qualify on that date.

New employees are required to attend the New Staff Orientation, as well as 2 days of CPI trainings. These trainings do not count as part of the 30 hour requirement, however, the CPI refresher for returning employees does count towards the 30 hours.

IECP trainings topics are based in large part on an annual survey sent to all staff. A calendar of the selected trainings will be provided annually on the IECP website. Employees should review the calendar upon release and select the trainings that are most applicable to their needs. If a desired training conflicts with your IECP work schedule please contact your scheduling coordinator for assistance to either rearrange your schedule, or secure a substitute for your shift if possible. All requests for coverage must be made a minimum of 2 weeks in advance. It is the employee's responsibility to notify and work with their scheduling coordinator in order to ensure their ability to attend the trainings and therefore meet the annual minimum training requirement.

Employees who are unable to attend trainings due to being enrolled in a graduate program may be allowed to wave up to 25 percent of the annual training hours required with prior approval from IECP on a case by case basis. An official course syllabus or course description must be submitted to the Human Resources Manager at the beginning of the school year, semester or quarter, for approval of the hours. This available training credit only applies to graduate programs in a job-related field.