



POLICY AND PROCEDURE
ADM 6.1.0 Employee Training

Purpose: This policy provides guidelines for employee training.

Effective Date: August 1, 2014	Superseded Policy: N/A
References: 47 O.S. §759, 40 O.A.C. 1-1-3	
Related Forms: None	
Approved By: Kevin Behrens	

1. The Board is committed to the idea that a well trained staff is vital for continuous improvement and technical excellence.
2. Board employees are encouraged to obtain training relevant to their current primary and secondary job duties, and the overall operation of the Agency.
3. Board employees who attend training conferences are expected to attend all available sessions.
4. Training will be preapproved by the Director.

END OF POLICY AND PROCEDURE STATEMENT