County of San Bernardino
Department of Behavioral Health

Training Attendance Policy

Effective Date: 11/27/07
Approval Date: 4/17/08

Policy
It is the policy of the Department of Behavioral Health (DBH) to enforce training attendance standards set forth for Department employees in accordance with County and Department related policies.

Purpose
To ensure trainings are utilized efficiently and to provide guidelines for work time used.

Mandatory Training
Mandatory training is training that is required by DBH, the Supervisor, or training necessary to maintain licensing and certification requirements for job classifications, or job related duties.

Authorization
Employees must receive prior authorization from their immediate Supervisor and/or Department head for any training that:

- Is offered during regular work hours
- Requires use of County systems/equipment (see Related Policies below)

Important: Please see Training Tuition Reimbursement Policy and Training Tuition Reimbursement Procedure for information on reimbursement requests and authorization.

Time Spent on Training
Work time used for mandatory or job related training is considered actual time worked and must occur during regular work hours with prior approval.

Any other training will not be considered actual time worked, and such training must not occur during regular work hours, except when there is prior approval.

Note: Employees in Professional, Supervisory, and Nursing Units, cannot incur overtime while attending training.

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Consequences of Violations

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
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<tbody>
<tr>
<td>Employee does not attend the full time required</td>
<td>Employee will not receive certificate of attendance</td>
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<tr>
<td>Employee does not complete all continuing education (CE) credit requirements</td>
<td>Employee will not receive CE credit</td>
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**Note:** Employees who violate policies described in this policy and the related policies listed below are subject to disciplinary action, which may lead up to termination of employment.

**Related Policies**

- [Computer and Network Appropriate Use Policy](#)
- San Bernardino County, [Internet/Intranet Use Policy], 14-04
- [Training Tuition Reimbursement Policy](#)
- [User- I.D. and Password Policy](#)

**Reference**