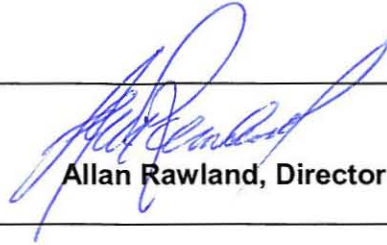


**County of San Bernardino  
Department of Behavioral Health**

## Training Attendance Policy

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

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Allan Rawland, Director

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**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.

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

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**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.

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**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.

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**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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**County of San Bernardino  
Department of Behavioral Health**

**Training Attendance Policy, Continued**

**Consequences  
of Violations**

The following are consequences of training attendance violations:

<b>If...</b>	<b>Then...</b>
Employee does not attend the full time required	Employee will not receive certificate of attendance
Employee does not complete all continuing education (CE) credit requirements	Employee will not receive CE credit

**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**

County of San Bernardino. *Memorandum of Understanding (MOU) 2005-2008.*