

River Valley Child Development Services

PROFESSIONAL DEVELOPMENT AND PERFORMANCE EVALUATION POLICY

Effective: September 1, 2007

River Valley Child Development Services, hereinafter referred to as RVCDS, believes that professional development of its employees is necessary to its continued success and that a knowledgeable, well-trained workforce is central to good performance, productivity, and morale.

To ensure that employees receive opportunities for training to improve the quality of their job performance and professional demeanor an “individualized staff development plan” or “ISDP” based on an employee’s performance evaluation, job-related needs and interests is completed annually. The ISDP should facilitate growth in all staff, regardless of each individual’s stage of development.

The minimum requirements for the basic development plan are listed below and may include other areas that the supervisor feels are necessary to improve an employee’s performance. The employee will:

- Attend one agency sponsored in-service day.
- Attend one program specific in-service day (4+ hours)
- Attend one conference day, workshop, or seminar (minimum 2 hours)
- Complete one project/activity to show demonstration of the knowledge learned.

An employee’s attendance at required functions for completion of his/her ISDP is compensated.

It is the employee’s responsibility to maintain and pay for certifications, credentials, or licenses (obtained prior to employment), that are required by the position he/she holds. The following job-required certifications, credentials, and tests such as, but not limited to: physical examination, TB test, first aid, CPR, food handlers permit, etc. are paid for by the agency.

The ISDP may be revised when less than satisfactory job performance necessitates a Performance Improvement Plan (PIP) or when other critical needs of the employee surface during the year. The ISDP may also be changed based on funding requirements.

If an ISDP goal is not met, the reason is addressed, and a written Performance Improvement Plan (PIP) may be put in place, or an alternate goal may be set with a definite time frame.

Failure to satisfactorily complete goals set by an ISDP may result in disciplinary action up to and including termination of employment.

Employee performance is evaluated using RVCDS Employee Performance Evaluations.