

Chapter: Training and Staff Development
Title: Training for Part-Time and Volunteer Staff

Effective Date: 12/1/11
Page: 1 of 1
New

ACA Standard(s): 4-JCF-6D-06, 6E-13

(a) **Policy.**

All full-time volunteers (40 hours per week) receive the same training as full-time staff in a similar capacity. Part-time staff (less than 35 hours per week), part-time volunteers (less than 40 hours per week), and contract personnel receive training appropriate to their assignments. All agency-sponsored training is open to part-time staff and volunteers on a space-available basis.

(b) **Rules.**

- (1) For volunteers, the volunteer coordinator establishes and maintains the training record, schedules training and ensures completion.
 - (2) For part-time employees, the employee's supervisor establishes and maintains the training record, schedules training and ensures completion based on the training requirements.
-
-