


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
COMMUNITY SERVICES**

Subject: IN-SERVICE TRAINING	Policy Number: 9
Number of Pages: 2	Section:
Attachments: A. Request for Staff Development Course, Workshop or Seminar B. Training Report C. In -Service Training Log	Related Standards & References: AP-7; AP-19
Effective Date: 10-1-11	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all Youth Services Counselors are required to have thirty-six (36) hours of in-service training annually. All Community Services clerical staff is required to have twelve (12) hours of in-service training annually.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

In-Service Training- Training related to job description and duties.

III. PROCEDURE

Requests to attend job related conferences and workshops must be made in writing, approved by the appropriate DYS administrator and approved by the Director of the Division of Youth Services or Designee. These requests must be accompanied by justification for attendance, and a letter stating that they are requesting no cost, no travel and time only. Attendance at any of the above is prohibited without prior approval. Travel reimbursement will not exceed the least expensive mode of travel when approved.

Any in-service training that requires expenditures of contractual services funds must be approved in advance by the State Personnel Board. Requests must be made through the Central Office.

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A separate Training Report form must be completed for each training activity, including:

1. In-service training sessions sponsored and/or conducted by DYS staff (See attachment 6B).
2. Training sessions, workshops, conferences, etc., provided by other sources (see attachment 6A).

All Training Report forms must be filled out completely, attaching an agenda when available. Please ensure that signatures are legible. All Training Reports to attend staff development courses, training sessions, workshops, conferences, etc., must be submitted to the Regional Supervisor 14 days prior to the training event for in-state training and 30 days in advance of any out-of-state training event. A copy of this form must be forwarded to the Central Office immediately upon completion of any training. This form may be duplicated as needed.

A log of training activities attended, dates attended, and total hours credited will be maintained for each Community Services employee (see page 4). In addition, a log containing all Training Report forms will be maintained by the Community Services Administrative Assistant located at the Central Office.

NOTE -

- TO BE USED IN CONJUNCTION WITH MEMO RE: OUT-OF-STATE TRAVEL REQUESTS.
- TO BE USED IN CONJUNCTION WITH MEMO RE; REQUEST FOR OUT-OF-STATE TRAVEL FORM
- TO BE USED IN CONJUNCTION WITH MEMO RE: SUSPENSION OF CONTRACTUAL SERVICES REQUEST.
- TO BE USED IN CONJUNCTION WITH MEMO RE: MDHS TRAINING REPORT.