

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-034

SUBJECT: Required Meetings/Training

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. values direct-service staff involvement in person-centered planning, creating and organizing residential service systems, and in problem solving and brainstorming. To achieve these outcomes, residential staff are required to attend various in-services and staff meetings. Cottonwood, Inc. is committed to providing relevant training for staff to enable them to do their jobs well.

Procedures:

1. All residential staff are required to attend the following meetings as instructed by their coordinator:
 - A. Residential staff meetings.
 - B. Person Centered Support Plan Conferences and meetings, if invited.
 - C. House meetings as needed.
 - D. Training. (New staff must complete specified required training within the first 3 months of employment). All other staff are required to renew training prior to expiration dates.
2. Absences from meetings/training must be cleared with the Residential Coordinator in advance. Unexcused absences will result in supervisory follow-up which may include disciplinary action.
3. Staff members who are scheduled to attend a required meeting/training session and who have a conflict with the scheduled time are responsible for contacting the appropriate person (Residential Personnel Coordinator, Residential Coordinator, Support Services Coordinator, etc.) to negotiate a time that will work. Failure to do so may result in disciplinary action.