

Christian County Health Department
Standard Operating Procedure (SOP)
Professional Development Policy

Policy: Professional Development Policy

Purpose: To provide structure to the professional development of Christian County Health Department (CCHD) staff. This policy outlines a four (4) tier program encompassing management staff, supervisors, professional staff, and general staff and the professional development for each.

- Procedure:**
1. The Management Team is defined as those serving on the management team of the CCHD. CCHD will pay for the following opportunities for professional development:
 - a. Membership dues for one (1) professional organization (up to \$200).
 - b. Up to two (2) annual conferences or seminars, including travel, sponsored by a professional organization (up to \$1500 each).
 - c. Required annual professional licensure up to \$100.
 - d. Continuing Education Units (CEU) needed to maintain licensure or certification.
 - e. All access training pass into Star 12 through National Seminars. Unlimited webinars and up to two (2) off site training including travel.
 - f. Up to four (4) Life Long Leadership Development Program seminars sponsored by the Hopkinsville Community College.
 - g. Required certifications.
 - h. Membership dues to Kentucky Public Health Association (KPHA), registration fees, and attendance to KPHA annual conference.

 2. Supervisors are defined as those serving in a supervisory capacity and supervising at least one (1) CCHD paid employee. CCHD will pay for the following opportunities for professional development:
 - a. CCHD Leadership Development Program.
 - b. Membership dues for one (1) professional organization (up to \$200).
 - c. Up to Two (2) annual conferences or seminars, including travel, sponsored by a professional organization (up to \$1000 each).
 - d. Required annual professional licensure up to \$100.
 - e. Continuing Education Units (CEU) needed to maintain licensure or certification.
 - f. All access training pass into Star 12 through National Seminars. Unlimited webinars and up to one (1) off site training including travel.
 - g. Up to four (4) Life Long Leadership Development Program seminars sponsored by the Hopkinsville Community College.

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- h. Required certifications.
 - i. Membership dues to Kentucky Public Health Association (KPHA), registration fees, and attendance to KPHA annual conference (optional).
3. Professional Staff is defined as those that are required to hold a degree, licensure, or certification as a requirement of employment. CCHD will pay for the following opportunities for professional development:
- a. Membership dues for one (1) professional organization (up to \$200).
 - b. Up to two (2) annual conferences or seminars, including travel, sponsored by a professional organization (up to \$1000 each).
 - c. Required annual professional licensure up to \$100.
 - d. Continuing Education Units (CEU) needed to maintain licensure or certification.
 - e. Required certifications.
 - f. Membership dues to Kentucky Public Health Association (KPHA), registration fees, and attendance to KPHA annual conference (must have supervisor and director approval).
 - g. All access training pass into Star 12 through National Seminars (must have supervisor and director approval and is based on availability).
4. General Staff – Those that do not require a degree, licensure, or certification as a requirement of employment. CCHD will pay for the following opportunities for professional development:
- a. Lunch and Learn seminars and training events.
 - b. CCHD sponsored seminars.
 - c. New certifications being obtained to provide an additional benefit to CCHD (must have supervisor and director approval).

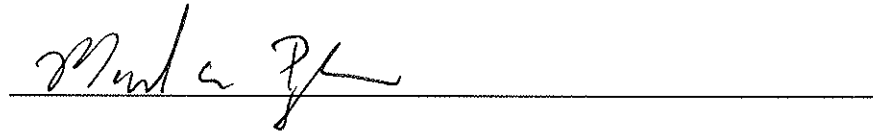
CCHD will provide the following at the discretion of the director:

- 1. Elective Certifications – Certifications that are not a requirement of employment may be approved by the director if deemed beneficial to the operation of the CCHD.

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2. Tuition Assistance - CCHD may consider providing tuition assistance to an employee in accordance with regulation 902 KAR 8:160, section 4. The director may approve payment of tuition for a regular full-time or designated part-time 100-hour employee to attend a course of study provided by a college or university, correspondence school, vocational school, or other training institution, if the coursework is related to:
- (a) The work of the agency; and
 - (b) The employee's current position; or
 - (c) An agency position to which the employee can reasonably aspire.

This Standard Operating Procedure was approved by the Public Health Director of the Christian County Health Department on July 31, 2013.



Public Health Director, Christian County Health Department