

## ADMINISTRATIVE POLICY

- 1 It is the philosophy of OPTIONS to provide its staff members with the training and information necessary to ensure adequate performance of job duties. To this end, OPTIONS has developed a comprehensive training program. All staff members are required to attend specific training sessions within a predefined period of time. Staff members will be assigned such training at the time of New Employee Orientation (NEO).
- 2 If an employee is determined to have a performance issue in need of improving, a personal improvement plan may be created. This plan may include additional training as identified by the employee's supervisor.
- 3 Information contained in an employee's file, including written conversations, disciplinary measures or personal improvement plans is considered privileged information.
- 4 This policy is further expanded upon in the Employee Handbook.

POLICY DATE: August 1999  
REVISED: May 2004  
REVISED: May 2012  
REVISED: February 2014  
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