

3.13 Training Plans

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide training for any newly hired employee or any current employee that receives a transfer to a new position.

Procedure:

A training plan will be written and implemented for each position within the company containing a job description. It will be the responsibility of the employee's immediate supervisor to ensure that both basic and job-specific training plans are accurately completed within the employee's introductory period and that the Training Coordinator receives completed training plans in a timely manner.

Immediately after orientation, new employees will receive basic, site-specific training at their worksite with either their supervisor or a designated trainer. (Transferred employees will receive any missing or needed basic training immediately upon transfer.) Basic training **must** be completed prior to the new/transferred employee being permitted to work alone. The basic training plan must be signed by both the trainer and the employee and forwarded immediately to the Training Coordinator. The new/transferred employee will continue his/her training through a job-specific training plan administered by either a supervisor or a designated trainer. As each item on the training plan is covered, the supervisor/designated trainer will initial and date the corresponding area on the plan. All job specific training plans must be completed and forwarded to the Training Coordinator within the new/transferred employee's first ninety (90) days of employment or transfer. The Training Coordinator is responsible for uploading all training information to the employee's electronic record.