

Bethany Life Communities	Effective Date: 5-14-07	Date Revised
<i>In-Service Education</i>	Page 1 of 1	

Policy Statement

Bethany Life Communities provides continuing education to team members on a regular basis. These in-services offering valuable information relating to the skills, knowledge, and regulations directly impacting the work we do. Because these topics are timely and essential to proficient operations, Bethany Life Communities requires team members to attend and participate in this educational program.

Policy Interpretation and Implementation

- ✓ Regulations require the Bethany Manor community to provide “an organized ongoing in-service educational and training program planned in advance for all personnel in all departments.” [IAC 58.11.(1)j.]
- ✓ Bethany Life Foundation team members are excluded from this requirement.
- ✓ Team members usually working in the other communities [Timberland Village and Cedar Place] are also provided with in-service education sessions on a regular basis, offering community-specific information.
- ✓ In-service education time is paid at your regular rate of pay.
- ✓ Mandatory, general in-service sessions are held on the second Monday of the month. The sessions are offered at four different times on that day to meet the needs of as many team members as possible.
- ✓ Attendance records are kept. All team members must sign an attendance sheets when attending an in-service session.
- ✓ ***When an in-service is missed, it must be made up prior to the next month’s in-service date for the team member to remain eligible to work. Failure to do so will result in removal from the work schedule until this requirement is met.***
- ✓ Prompt attention to in-services will be considered when any type of evaluation or compensation decision is made.
- ✓ When an in-service is made-up on an individual basis, the team member is responsible to fill out and return an in-service form with sufficient notes to indicate the DVD/video has been viewed.
- ✓ ***In-services are not to be made up during holiday premium hours!***