

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 10/02/97	SECTION: Administrative	
BOARD APPROVED ON: 10/97	DATE REVISED: 09/16/15, 09/16/2020, 4/26/2023	SUBJECT: Monitoring and Compliance Procedure	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 10/19/16, 10/17/18, 09/16/2020, 9/16/2022, 4/26/2023		POLICY #: EA-006	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to ensure compliance with the rules and regulations of all licensing agencies and contract agencies, by continually monitoring the completion and documentation of training and other requirements.

III. NOTIFICATION/PROCEDURE

NEW EMPLOYEE FILE MONITORING

WHO

DOES WHAT

Human Resource
Manager/Designee

1. Reviews new hire personnel file checklist and gives authorization to begin work.

2. Scan/save new hire packet to electronic file and updates personnel database.

Safety/Training Coordinator

3. Registers new hire for trainings provides a copy of the training registration form to the employee.

Employee

4. Is responsible to attend registered trainings

Program Supervisor

5. Is to ensure employee(s) attended registered trainings.

Safety/Training Coordinator

6. Once employee(s) has completed the training will scan/enter/upload into online training system.

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III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Training/Safety Coordinator	7. The 15th of every month runs the training report and sends to division directors and copy program supervisors.
Division Director	8. Will follow up with program supervisor if missing any training.

VI. EXHIBITS

- a. <..\..\Forms\Human Resource Forms\Personnel File Checklist\Personnel File Checklist BLANK revised 3.6.2023.docx>
- b. <..\..\Forms\Training forms\Training Registration and Confirmation.doc>