

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

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 03/28/79	<b>SECTION:</b> Training	
<b>BOARD APPROVED ON:</b> 03/28/79	<b>DATE REVISED:</b> 08/19/15, 05/16/18	<b>SUBJECT:</b> On-Going Development	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 05/17/17, 05/16/18, 07/17/19		<b>POLICY #:</b> EG-003	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

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

**II. POLICY**

It is the policy of the organization to provide on-going professional development to employees. It will be the responsibility of the employee to attend in-service/workshops-

**III. NOTIFICATION/PROCEDURE**

**WHO**

Program Supervisor

**DOES WHAT**

1. Includes in each staff meeting a portion whereby topics relating to daily home and program functions are discussed in depth. Such areas may include but are not limited to:
  - a) Mission Statement
  - b) Accrediting Agencies Standards
  - c) Recipient Rights
  - d) Policy and Procedures
  - e) Individual Plans of Service
  - f) Medical/Medications
  - g) Trainings/Company Events
  - h) Home Maintenance
2. Records and submits staff meeting minutes via email to appropriate division director on a monthly basis.
3. Responsible for on-going employee development as required by our accrediting agencies and the organization.