

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

ANNUAL EMPLOYEE TRAINING

It is the policy of Clarksville-Montgomery County School System that all employees complete Annual Employee Training. The content contained in the Annual Employee Training is an overview of important information designed to provide a basic understanding of the rights and responsibilities of our employees as well as important information regarding the safety and security of our students. All employees, regardless of their position, have both a personal and professional responsibility to be aware of this information and comply with district policies and procedures.

Principals are required to conduct Annual Employee Training with their faculty and staff before the first day of each school year. Employees who are hired during school year are considered late hires and the date and time for their Annual Employee Training session will be selected and scheduled during onboarding.

District Annual Employee Training records are maintained through the Professional Learning Activities Network (PLAN) for all employees.

Implementing Procedures: Annual Employee Training Procedure for Principals ([HUM-P026](#))
 Annual Employee Training Procedure for Late Hires ([HUM-P027](#))

Associated Documents: Guidelines for Annual Employee Training (HUM-G007)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/26/13		Initial Release
4/4/16	A	Removed HUM-G008 from associated documents.
12/11/17	B	Replaced multiple options statement with "Principals are required to conduct Annual Employee Training with their faculty and staff before the first day of each school year."
11/26/18	C	Para. 2, changed in-processing to onboarding. Updated hyperlinks to implementing procedures.

End of Policy