

## CLASSIFIED STAFF TRAINING GUIDELINES (PRD-G006)

The following provides guidance on types of training, requests for compensatory time for training, and general procedures for participation in professional learning activities for classified staff.

### Types of training for Classified Staff:

1. **New Hire Training:** Required for all New Hire Classified Staff includes:
  - a. Annual Employee Training – Required for new hires and annually thereafter.
  - b. Suicide Prevention Training – Required for new hires and annually thereafter.
  - c. Human Trafficking Training – Required for new hires between whole district trainings every third year.
  - d. TN Law Regarding Critical Race Theory – Required for school-based educational assistant and permanent substitute new hires and annually thereafter.
2. **All Employee Annual Training:**
  - a. Annual Employee Training - Required annually for all employees to receive updated information to include Safety, Sexual Harassment, and Non-Discrimination, etc.
  - b. Suicide Prevention Training
  - c. TN Law Regarding Critical Race Theory – Required for school-based educational assistants and permanent substitutes.
3. **Staff Development Training:**
  - a. Staff Development District Days – Classified employees can participate in a variety of training opportunities on district staff development days. Classified employees may train as a whole group, with certified teachers, with small groups of classified employees, or through online self-paced courses. This training takes place during the contractual workday, and training credit is issued in PLAN for all completed courses. Principals, district supervisors, or the Professional Learning Coordinator for Classified Staff will propose appropriate training opportunities required or recommended for the employee's position.
  - b. Additional Training Opportunities – Classified employees can participate in additional training opportunities at the Professional Learning ENGAGE Conference or through Professional Learning Communities (PLCs) held throughout the school year. These opportunities may take place outside of normal work hours. Employees may be eligible to receive a stipend through specific funds or can seek pre-approval for participation and comp time for this training by completing Form [PRD-F038](#). Following the training, employees must present the approval form with their PLAN transcript (proof of participation) to the building Kronos contact to input the comp time.
4. **Voluntary Training** – Employees take this training on their own time for their own personal growth (i.e. online training courses offered through the public library or another educational institution). Voluntary training is not eligible for comp time, but employees may request to have the training record added to their PLAN transcript for training credit with proof of completion. For assistance, email [planhelp@cmcss.net](mailto:planhelp@cmcss.net).
5. **Principal/Supervisor-Directed Training** – The principal or supervisor directs the employee to attend this training because it is required or recommended for their current position. It is the employee's responsibility to clarify with their principal or supervisor as to whether this is to occur during the workday or outside of the contractual workday. For directed training held outside of the



contractual workday, the employee must receive pre-approval for participation and comp time for this training by completing Form [PRD-F038](#). Following the training, employees must present the approval form with their PLAN transcript (proof of participation) to the building Kronos contact to input the comp time.

**Class Listings and Records:**

1. The Professional Learning Activities Network – PLAN provides a listing of professional learning opportunities for registration and maintains training records for all employees.

**Attendance/Dropping Classes:**

1. Employees may register for activities on PLAN by navigating to Classlink and accessing the PLAN app.
2. Employees are expected to attend the activities for which they are registered.
3. Non- Attendance – If an employee is unable to attend an activity for which previously registered, the employee must withdraw from the course via PLAN at least 24 hours prior to the start of the session. Withdrawing from activities in advance allows individuals ample opportunity to register for the available space. If due to an unforeseen illness or emergency an employee is unable to withdraw in advance, they must send an email to [planhelp@cmcsc.net](mailto:planhelp@cmcsc.net) stating the reason they are unable to attend.