

# Family Partnerships of Central Florida

## PROCEDURE

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<b>Series:</b>	<b>HR-Practices</b>	<b>COA: TS 1, 2; PQI 1.03, 6.02; CR 2, HR 5.02</b>
		<b>CFOP:</b>
<b>Procedure Name:</b>	Training Requirements for New Hires or Existing Staff who Transfer/Promote	
<b>Procedure Number:</b>	HR 2222	
<b>Revision /Date:</b>	(1) 12/23/08, (2) 3/18/13, (3) 7/8/13 (4) 8/11/14, (5) 2/11/2020	
<b>Reviewed Date</b>	(6)12/1/15, (7) 4/16/24, (8) 03/25	
<b>Effective Date:</b>	3/18/09	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPOCF) Staff	

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**PURPOSE:** To set minimum guidelines for training requirements for newly hired employees and internal employees who accept a transfer or promotion into a new position which has specific training requirements.

**References:** GOV202 Internal Controls, GOV203 Risk Management Policy  
Family Partnerships of Central Florida Staff Training & Development Plan and  
Network Training Plan New Employee 90-Day Orientation Checklist

### Definitions:

Procedure

### Overview

- 1) The FPOCF seek to enhance the training and professional development of their employees. Newly hired employees will participate in a training and/or transition plan. The training and/or transition plan is incorporated into the New Employee 90-day Orientation Checklist; and it outlines the employees' training expectations and requirements to meet initial training requirements and specific requirements of the position.
- 2) During the new hire orientation the employee is provided with the Employee 90-day Orientation Checklist and this is reviewed with new staff. This document provides information about initial mandatory training as well as other important information about division meetings for orientation and functional overview. Each supervisor of a new staff member is responsible for ensuring that the new employee progresses through this checklist so that all required activities are completed within required deadlines and within the initial 90-day orientation period. The supervisor provides training regarding the elements of the position, facility information, and helps to orient the new staff member into the department, division and agency.
- 3) In the case of a new hire, the original Employee 90-day Orientation Checklist which outlines the training/transition plan is retained by the employee to ensure completion of tasks during the first 90-days with the agency. The employee and supervisor are jointly responsible for

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ensuring that all activities are completed within prescribed timeframes, if any. The completed form is submitted to the Human Resources Director or designee.

In the case of an internal staff who transfers or is promoted into a new position, the supervisor meets with the employee to develop a transition training plan for the new responsibilities. The employee's supervisor works with the employee to address the components of the transition plan and to provide assistance and guidance as necessary in order to achieve successful completion. If the employee is being transferred to a position that requires specific child welfare certification it is the responsibility of the supervisor to ensure that this requirement is met, and/or if not, to obtain approval for this to be accomplished within a specific period of time. In this instance, the supervisor will coordinate with the appropriate departments to ensure the training is completed in required timeframes. An employee hired for a position that requires certification and has not yet achieved will not be permitted to work one-on-one with a family until certification is obtained. Child Welfare training and certification requirements are identified in the Network Training Plan.

4) Each FPOCF employee will obtain a minimum of 15 training hours annually based on the date of hire. If an employee fails to obtain the required minimum of 15 training hours per year based on date of hire, the supervisor and employee will receive disciplinary action in the form of a counseling statement. FPOCF employees whose position requires Child Welfare Certification through the Florida Certification Board must accomplish a minimum of 20 hours of training per year to satisfy the FCB's requirement.

5) All FPOCF employees also complete the following trainings on an annual basis:

## Annual Trainings

- Auxiliary Aids & Service Plan Training
- Inspector General Procedure Training
- Conflict of Interest Procedure Training
- HIPAA
- Universal Disease Precautions
- Cultural Diversity Training
- Civil Rights & ADA Training
- Employee Safety
- Mandatory Reporting/Confidentiality
- Disaster Awareness Training
- Critical Incident Reporting
- Harassment Prevention Training
- Security Awareness Training, as directed by DCF
- Child Welfare Standards, Values and Practice (Ethics, Confidentiality and Cultural Competence)
- Whistle Blower Protection/Insurance Training

Trainings specific to child welfare only may not be required by some staff, but other standard annual training courses will apply.

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- 6) FPOCF employees hired into positions which require certification as a Child Protection Professional must follow these requirements and are responsible for ensuring they maintain their certification status as detailed in the Network Training Plan.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 04/11/2025