



MELWOOD EMPLOYEE TRAINING AGREEMENT

Following are the terms for receiving mandatory training through Melwood. Please review this agreement thoroughly.

A. New Hire Training Registration Process:

Melwood's Human Resources Division, through Corporate Training and Development Department, will register all employees in mandatory Developmental Disability Administration, (DDA) training classes. You received your training schedule at orientation, listing the training classes required for your position and the date, time, and location of each class. Please note that you are scheduled in all your required training classes within 60-days that commences immediately. Please mark these training dates on your calendar. Prince George's Community College (PGCC) training classes are offered at various times. If you are attending classes all day, you will be given time to break for lunch. PGCC has a cafeteria on the campus, of which you will have access.

If you cannot attend a scheduled class you **must** contact your immediate supervisor **and** Erin Olsen at (301) 599-9392, 24-hours before the scheduled class. If you **do not show** for a class you are scheduled to attend, and **do not call** to cancel, you will be responsible for all tuition costs before you can register for a make-up class. The tuition costs are \$10 per hour of instructional time. For example, the tuition for a 2-hour class is \$20. It is your responsibility to attend and successfully complete all required training classes. Failure to successfully complete training may result in termination of employment.

Whenever you cancel attendance in a scheduled class, you **must** call Erin Olsen at (301) 599-9392 to be rescheduled in the next available class. **Entrance to a training class will be denied if you are not registered.**

B. Existing Employee Training Registration Process:

Melwood's Corporate Training and Development Department will register all existing employees in mandatory class refreshers. It is the employee's responsibility to be aware of refresher due dates and coordinate with your supervisor the date you can attend the refresher. Please mark training dates on your calendar. Refresher training classes are offered at various times to meet the needs of both staff and supervisors.

If you cannot attend a scheduled class you **must** contact your immediate supervisor **and** Erin Olsen at (301) 599-9392 24-hours before the scheduled class. If you **do not show** for a class you are scheduled to attend, and **do not call** to cancel, you will be responsible for all tuition costs before you can register for a make-up class. A flat rate of \$10 per hour of instructional time will be the tuition for all missed classes. For example, the tuition for a 2-hour class is \$20. It is your responsibility to attend and successfully complete all required training classes. Failure to successfully complete training may result in termination of employment.

Whenever you cancel attendance in a scheduled class, you **must** call Erin Olsen at (301) 599-9392 to be rescheduled in the next available class. **Entrance to a training class will be denied if you are not registered.**

C. Punctuality:

Classes begin promptly at the start time listed on your training schedule. Melwood expects employees to arrive at the training location in sufficient time to park, complete any personal tasks or discuss any issues with the instructor, so as not to delay the start time of the class. You should be prepared to consume 10 or more minutes locating a parking space. Anyone arriving more than 15 minutes late will not be admitted.

D. Electronic Devices:

The use of cell phones and pagers is not an acceptable practice during training classes. Training participants are expected to turn these devices to the vibrating function and respond to calls only during breaks.

E. Requirements for Successful Completion of Training Sessions:

A written exam is conducted at the completion of each training class. All classes require the participant to score 80 percent or higher on the tests. Some courses, such as Adult CPR/AED, First Aid and Behavioral Principles and Strategies necessitate the need for a physical demonstration of the skills covered. Accommodations are available, in accordance with the course guidelines, for those individuals with physical limitations. You are reminded that you must confirm your physical capability with the instructor regarding your ability to fully perform the skills in an emergency situation where accommodations are not available.

F. Certificate Preparation and Distribution:

A professional quality certificate will be prepared for each training class that you successfully complete. Adult CPR/AED and First Aid cards will be prepared for the applicable courses. The certificates and/or cards will be sent to Melwood’s Corporate Training and Development Department and will be distributed to you at your work site. Please keep your certificates in a safe, readily available place so you have access to them when future trainings need to be scheduled. Training will not produce lost or misplaced certificates, but will provide a transcript by appointment and a fee of \$5 will be assessed at the appointment.

G. Employee Training Agreement:

Each employee must sign the “Melwood Employee Training Agreement” which delineates Melwood’s staff training policies and practices. The original signed agreement will be placed in your personnel file, and a copy of this signed agreement will be given to you.

I have read and agree to abide by the terms outlined in “Melwood’s Employee Training Agreement”.

Employee (Print Name)

Employee Signature

Date

Witness Signature

Date