


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> In-Service Training	<b>Policy Number:</b> 9
<b>Number of Pages:</b> 2	<b>Section:</b> XIV
<b>Attachments:</b> A. Request to Attend Staff Development Course, Workshop or Seminar B. Training Report C. In-Service Training Log	<b>Related Standards &amp; References:</b> AP-19 DYS Policy 47
<b>Effective Date:</b> June 1, 2012 Revised June 15, 2019	<b>Approved:</b>  James Maccarone, Director

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all Youth Services Counselors are required to have sixteen (16) hours of in-service training annually, based on topics outlined in DYS Policy 47. All Community Services Section clerical staff are required to have twelve (12) hours of in-service training annually.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

In-Service Training: Annual training related to the job description and duties of the Community Services Section Employee.

**III. PROCEDURE**

Requests to Attend job related conferences and workshops must be made in writing, utilizing the Request to Attend Staff Development Course, Workshop, or Seminar form (Attachment A). The request must be approved by the immediate supervisor and by the Director of the Division of Youth Services, or a Designee. These requests must be accompanied by justification for attendance and an outline or agenda of the offering for which attendance is being requested. All costs must be reported on the Request to Attend form, including a statement of zero cost, time only, if the employee is not requesting agency sponsorship. Attendance at any of the above is prohibited without prior approval. Travel reimbursement will not exceed the least expensive mode of travel, when approved.

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All Requests to Attend staff development courses, training sessions, workshops, conferences, etc., must be submitted to the Regional Director, or immediate supervisor, a minimum of 14 days prior to the training event for in-state training, and 30 days in advance for out-of-state training events.

Any in-service training that requires expenditures of contractual services funds must be approved in advance by the State Personnel Board. Requests must be made through the State Central Office.

A separate Training Report form (Attachment B) must be completed for each training activity, including:

1. In-Service training sessions sponsored and/or conducted by DYS staff.
2. Training sessions, workshops, conferences, etc., provided by other sources.

All Training Reports must be filled out completely. Attach an agenda when available. Please ensure that signatures are legible. A copy of this form must be forwarded to the State Central Office immediately upon completion of any training. This form may be duplicated as needed.

A log of training activities attended, dates attended and total hours credited will be maintained for each Community Services Employee (Attachment C). In addition. A log containing Training Report forms will be maintained by the Community Services Section Administrative Assistant located at the State Central Office.