



Public Health

Policy Name:	Employee Recruitment, Retention and Professional Development Policy
Policy Number:	HD: 20
Effective Date:	12/13/2012

Policy:

Durham County Department of Public Health (DCoDPH) endeavors to recruit and retain highly qualified, competent personnel. Furthermore, DCoDPH requires and supports training and professional/career development for all employees. Employees will complete mandatory initial and annual trainings related to topics required by governing bodies, the accreditation process, NC Department of Health and Human Services, DCoDPH, County government, and those dictated by funding and regulatory sources.

DCoDPH employees will complete continuing education to maintain licenses, certifications and/or registrations required for their positions. DCoDPH will support employees in the maintenance of continuing education and training requirements and encourage additional training and continuing education to enhance performance and promote career development as guided by the performance management process.

Purpose:

The purpose of this policy is to document procedures and practices for recruiting and retaining employees as well as specify requirements for training/continuing education and professional development for employees. The policy sets forth requirements for employee documentation of professional development. The scope of the policy applies to all members of the DCoDPH workforce.

Procedures:

Employee Recruitment

Durham County Department of Public Health

- A. Collaborates with universities and other educational institutions to provide student internships and/or opportunities for volunteer experience that exposes students and volunteers to public health practice. Students/volunteers apply for consideration with

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various divisions depending on their interest areas as well as division personnel availability to precept or supervise.

- B. Participates in recruitment outreach through career days in high schools, presentations in local universities, and displays in job fairs.
- C. Submits requisitions to County Human Resources for advertising and recruitment of personnel.
- D. Follows County personnel policies and procedures as administered by County Human Resources for selection of employees for all positions.
- E. Divisions may send position postings to various state listservs as well as to local and state professional groups.
- F. Divisions distribute job postings through emails and posting copies for positions being recruited internally.
- G. Will recruit a diverse workforce that reflects the citizens of Durham County and the population served by the health department.

Employee Retention

DCoDPH and County government promote employee engagement and retention through:

- A. Opportunity to participate and/or lead in Departmental and/or County committees
- B. Eligible for various awards, such as DCoDPH quarterly award, County anchor award, County On-the-Spot award
- C. County service awards at defined longevity increments
- D. Performance management process - County pay plan and performance merit pay
- E. Opportunity and support for professional/career development
- F. Opportunity to cross train for critical positions
- G. Potential for promotion in Department as well as in County government
- H. Employee health benefit package
- I. Additional County employee policies on leave, compensation, training, etc.
- J. Policies that provide a supportive work environment: wellness, choose to move, alternative work options, etc.

Employee Professional Development

- A. Employees will develop a professional development objective annually that is approved by their supervisor
- B. Employees will participate in mandatory trainings/meetings as described in the DCoDPH Training Spreadsheet for their division.
- C. Managers will ensure that new supervisors complete supervisory training as required by Durham County Government.
- D. In addition to mandatory and specialized training requirements, employees are encouraged to attend trainings that promotes professional/career development; i.e. communication and listening skills, team building, health literacy, leadership/supervision skills, customer service as well as advanced professional practice knowledge and skills.
- E. Supervisors and employees will utilize all training venues such as classrooms, webcasts, videoconferences, professional journals, and teleconferences.

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- F. Supervisors will review employee training requests for consistency with their professional development plan, content and cost. Supervisors shall approve/deny training requests in a timely manner to accommodate travel plans, coverage of duties, and encumbrance and/or payment of applicable registration fees. Supervisor forwards approved requests to management for approval. The Travel and County Vehicle Usage Policy and Travel Policy and DCoDPH Travel Policy Supplemental will be followed.

Documentation

• Durham County Department of Public Health Training Spreadsheet

Educational requirements for DCoDPH employees, as determined by applicable laws, rules, certifications, licenses, and program addendum, are outlined in the DCoDPH Training Spreadsheet. Compliance with program addendum and federal, state, and local law and policy must be reviewed at least annually.

1. Division Directors or their designee will update continuing education requirements for their division staff at least annually or as program training requirements change, in the DCoDPH Training Spreadsheet.
2. Public Health Preparedness Coordinator will maintain and update public health preparedness continuing education requirements for all staff at least annually, or as program training requirements change, in the DCoDPH Training Spreadsheet. Personnel Senior Administrative Assistant will maintain and update the DCoDPH Training Spreadsheet, ensuring that all general training requirements relating to staff and management for both new and continuing employees.

• Employee Training Log

1. Employees will develop an annual Training Log that reflects their training requirements and plans for their workplan professional development objective
2. Supervisors will approve employees Training Log at the beginning of their workplan anniversary date.
3. Employees will update their Training Log as training is completed.
4. Employees will keep a copy of certificates and other sources of attendance documentation for verification of trainings completed.
5. Employees will provide their completed Training Log and verification of attendance documents to their supervisor for preparation of their annual performance appraisal.

• Employee Training Acknowledgment Form

1. All trainings/continuing education conducted in the Health Department will be documented along with signatures of attendees on the Training Acknowledgement form.
2. The meeting facilitator or trainer will initiate the Training Acknowledgement form and ensure all attendees sign.

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3. The meeting facilitator will ensure that appropriate paperwork is provided for documentation of the training and given to the Personnel Senior Administrative Assistant, along with the signed training form for storage.
4. Individual trainings may be verified by the Individual Training Acknowledgement form.
5. Training Acknowledgement Forms are available in the Workforce Development folder on the Department share drive.

REFERENCES:

Durham County Policies/Procedures

- Appointment Policy
- Benefits for Retirees Administrative Procedure
- Business Training & Travel Policy
- Funeral Leave Policy
- Leave Policy
- Management Leave Policy
- Performance Management Process Policy
- Personnel Ordinance
- Recruitment and Selection Administrative Procedure
- Supplemental Pay Policy for Employees Called to Military Duty
- Training and Development Administrative Procedure
- Tuition Assistance Administrative Procedure
- Use of Leave During FMLA Parental/Maternity Leave
- Volunteer Policy
- OSHA Manual

Durham County Department of Public Health Policies/Procedures

- Employee Orientation Policy
- Training Spreadsheet
- Training Log Form
- Training Acknowledgment Form
- Travel Policy Supplement

CHANGE HISTORY:

Version	Date	Comments
A	12/13/2012	Original document. Discussion on this policy by the BOH.
B	12/11/2013	Reviewed and discussed by the BOH
C	12/11/2014	Reviewed and approved by the BOH
D	12/13/2015	Reviewed and approved by the BOH

E	8/10/2017	Revision to the BOH Policy on Policies, to set the annual policy review period to the first quarter (July –September) of each new fiscal year.
F	9/24/2018	Under Employee Retention added - policies that provide a supportive work environment and under employee recruitment - hiring employees that reflect the population we serve
G	08/30/2019	Updated position title of person responsible in two areas of the documentation section.
H	08/18/2020	Removed two policies in the references section that are no longer applicable.
Annual Review Due Dates		12/11/2013; 12/11/2014; 12/13/2015; 8/10/2017, 9/24/2018; 8/30/2019; 8/18/2020

Approved By: <hr/> Chair, DC BOH <hr/> Public Health Director	Program Area(s) Affected: All DCoDPH Programs
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