

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **01/24**

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall encourage staff to further their education and training to enhance the quality of the Community Mental Health System.

III. DEFINITIONS:

- A. Employee: Any person employed on a full or part-time basis with SCCCMHA.
- B. Field Instructor: The SCCCMHA staff designated to oversee the student’s placement on site at the program. The Field Instructor will select suitable assignments, have regularly scheduled supervision, inform the SCCCMHA Human Resource designee of concerns relative to the student’s field work, and evaluate the student’s field work performance.
- C. Human Resource Designee: The SCCCMHA staff responsible for coordinating all student placements, including direct operated staff who are requesting a student placement, within the SCCCMHA direct operated system. The Human Resource designee is, initially, the liaison with the academic faculty.
- D. Professional/Non-Professional: Any employee enrolled in an accredited program at a college, university, or community college who must complete a student placement within the provisions of their academic program. Student placements shall consist of pre-approved and pre-defined direct operated experiences, supervised by an authorized field instructor within the SCCCMHA system, except in cases where the internship occurs outside the SCCCMHA direct operated system.
- E. Regular Working Hours: All the hours per day the program is open to receive the public, throughout the year, excluding specific and approved holidays. Refer to Agency Coverage and Closure administrative procedure #01-002-0045 for working schedules of each program.

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- F. Student: Any direct operated staff within a Community Mental Health program, who does a placement for educational training/internship purposes.

IV. STANDARDS:

- A. All educational placements of staff/students will be reviewed by the Chief Executive Officer/designee for disposition prior to any placement. All placements will be subject to program need and availability.
- B. Staff education and training shall not disrupt the ongoing programs or the employee/student's job responsibilities and the regular schedule of the program(s) to which they are assigned.
- C. If a mutually agreed schedule can be worked out between the existing programs and employee/student, staff may conduct an unpaid educational internship within our direct operated program system.
- D. All staff need appropriate authorization as detailed in this section, prior to initiation of the student internship placement.
- E. Staff may use vacation days, overtime hours and/or a variable schedule for educational purposes as approved by supervisor under regular procedures (reference Work Schedules; Leavetime; Overtime; Timecards administrative procedure #06-001-0075).
- F. A variable schedule may be arranged within the limits of SCCCMHA personnel policies and union contracts. Supervisors may allow staff to work a pre-approved variable schedule within the pay period and/or length of placement. Requests for variable schedules are mutually agreed upon between supervisor and employee, and supervisor will place a person receiving services at a higher priority than staff educational leaves. Supervisor may deny requests that interfere with operations.
- G. Articles of union contracts take precedence over this administrative procedure if conflict is discovered or created.
- H. All special working agreements are to be made formally in writing utilizing the Student Placement Proposal (Form #823) and the Student Request for Placement (Form #0822). Documentation of course registration, transcripts and completion of program/studies are required. Dropped courses void agreements on special working arrangements.
- I. The Authority has the ultimate decision about honoring any request.

V. PROCEDURES:

CMH Staff

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1. Completes Student Placement Proposal (Form #0823) and submits it to Supervisor for consideration sixty (60) days in advance of starting his/her professional education program and/or placement. Twenty-one (21) days are required for special working arrangements.
2. Completes a Student Request for Placement (Form #0822), and submits it to Supervisor for consideration sixty (60) days prior to placement.

Supervisor

3. Reviews the proposal and request for placement, either approves or disapproves as submitted.
4. Forwards to his/her program director or next line of supervision.

Program Director/Next Line Supervisor

5. Reviews the proposal and request for placement, and either approves or disapproves as submitted. If approves, forwards to human resource designee.

Human Resource Designee

6. Reviews the proposal and request for placement for completion/information. Forwards to executive director/designee.

Chief Executive Officer/Designee

7. Reviews the proposal and request for placement. Determines if the agency can accommodate the request, and approves or disapproves.
8. Returns request to Supervisor, who, in turn gives it to the SCCCMHA staff.

CMH Staff

9. Makes arrangements with Human Resource designee to finalize placement with field instructor, placement site supervisor, and supervisor.
10. Appeals to the Chief Executive Officer for final disposition, if request has been disapproved.

Human Resource Designee

11. Forwards to the Field Instructor for completion, a Student Data Sheet (Form #0820) and Student/Volunteer Authorization Form (Form #0824), prior to the start of placement.

****Please note that current employees may apply for tuition reimbursement pursuant to administrative procedure #06-002-0025 Tuition/Training/Endorsement/Certification Reimbursement Agreement.**

VI. REFERENCES:

- A. Work Schedules; Leavetime; Overtime; Timecards, administrative procedure #06-001-0075.

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B. Agency Coverage and Closure, administrative procedure #01-002-0050.

C. Student and Volunteer Workers, administrative procedure #06-001-0110.

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 08/87, 08/90, 01/93, 04/96, 06/98, 07/00, 04/02, 04/02, 04/04, 04/06, 04/08, 10/11, 05/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 07/20, 09/21, 11/22.