



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

POLICY AND PROCEDURE

SUBJECT/TITLE:	Employee Training
APPLICABILITY:	All staff
CONTACT PERSON & DIVISION:	Workforce Development Coordinator, Administration
ORIGINAL DATE ADOPTED:	03/02/2016
LATEST EFFECTIVE DATE:	08/10/2026
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-009-P

A. PURPOSE

Canton City Public Health (CCPH) is committed to maintaining a competent, ethical, and compliant workforce in alignment with public health best practices and Public Health Accreditation Board (PHAB) standards.

This policy establishes the framework for required employee training to ensure:

- Compliance with applicable laws and regulations
- Adherence to ethical standards
- Protection of employee and public safety
- Workforce competency and development

This policy applies to all CCPH employees.

B. POLICY

All CCPH employees are required to complete assigned training necessary to meet organizational compliance requirements, regulatory or safety standards, division-specific responsibilities, and position-specific professional requirements. Required training must be completed within the established timeframes and documented appropriately. Some organization-level training is assigned to new staff as part of their onboarding, and other training is consistently assigned to current staff as per established timeframes. Information regarding required training for new hires and consistently required training for current staff can be found in the Training Matrix (800-009-01-A_Required Training Matrix).

At an organizational level, CCPH requires completion of trainings identified on the 'All Staff' tab of the Required Training Matrix (800-009-01-A), which is maintained by Administration.

Additional trainings may be assigned based on regulatory changes, accreditation standards, or identified organizational needs. The additional trainings may include but are not limited to federal/national level, state level, and/or local/city/organizational level courses.

Division Leaders are responsible for identifying and enforcing division- and position-specific training requirements within their divisions.



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

C. BACKGROUND

Training for employees will vary depending on division and position. A list of required trainings for CCPH staff at organizational, divisional, and position-specific levels is available in the 800-009-01-A_Required Training Matrix. The Required Training Matrix serves as the centralized tool for identifying, organizing, and maintaining all required trainings across CCPH. It allows the agency to standardize training expectations, ensure consistency across divisions, and adapt to changing regulatory, accreditation, and organizational needs without requiring frequent policy revisions.

D. GLOSSARY OF TERMS

Reach Learning Management System (LMS): CCPH's official platform for assigning, tracking, and documenting required training.

E. PROCEDURES

1. REACH LEARNING MANAGEMENT SYSTEM (LMS) USE FOR ORGANIZATION-WIDE TRAINING

CCPH utilizes Reach LMS (<https://cantonhealth.reach360.com/login>) for organizational training purposes. The Workforce Development Coordinator (WDC), or designee, facilitates the assignment of required trainings on Reach. All required trainings are listed on the 800-009-01-A_Required Training Matrix (herein referred to as the training matrix), denoted on the "All staff" tab/list.

- a) Upon employment with CCPH, new employees will be briefed about Reach LMS and how to use it by the WDC, or designee. Following the brief, the WDC adds the new employee's CCPH email address to the Reach roster and the new employee will receive automated instructions via email on how to set up their account.
- b) New employees should complete new employee training/new hire training within the deadlines specified in the frequency column in the training matrix.
- c) The WDC will track completion rates of assigned organizational courses and notify supervisors when an employee fails to complete a training within a required timeframe. Supervisors are responsible for monitoring compliance and addressing incomplete training with their staff. Failure to complete required training may result in corrective action in accordance with CCPH policies.

2. DIVISION/POSITION SPECIFIC TRAININGS

Supervisors (or designee) are required to provide new employees with Division and position specific trainings that are required for the position. All required division and position specific trainings are listed on the training matrix. Employees should have these trainings completed within the deadlines specified in the training matrix. Some division/position specific training may require a shorter or longer time period to be completed. The supervisor (or designee) should convey deadlines with employees when trainings are assigned.

- a) Additional trainings may be assigned to employees at the discretion of the supervising staff.

3. REQUIREMENTS OF EMPLOYEE

- a) It is the responsibility of the employee to complete required assigned trainings within established timeframes and retain a copy of their certificate of completion if needed.

F. CITATIONS & REFERENCES

N/A

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

1. Madisyn Smith, Workforce Development Coordinator
2. Christi Allen, Fiscal Manager
3. Sean Green, Administrative Supervisor

H. APPENDICIES & ATTACHMENTS

800-009-01-A_Required Training Matrix

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
2/23/2026	2/23/2026	Ad Hoc Policy Group	Overhaul of policy

K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.