

Draft Updates to IDB Manual

Addition to Staff Training & Continuing Education Policy

Section 3: Continuing Education

All IDB staff will, as part of their annual evaluation and IPPE development, meet with their supervisor to discuss their particular training needs for the coming year. The staff member and their supervisor will jointly create training completion expectations and those expectations will be written into the IPPE goals and evaluated in the next annual evaluation.

All IDB staff will complete the following trainings annually:

- Cyber security training
- Sexual harassment and violence free workplace training

All IDB staff will complete the following trainings during their probationary period and every two years thereafter:

- Mandatory reporter training
- Mental health first aid training

At least one volunteer from each work unit will obtain and maintain first aid certification.

At least two volunteers who work on each floor of the building will participate in quarterly evacuation chair training.

Proposed Additions to Work Rules

2.22 Only staff who have completed training in the use of a personal mobility device may instruct any client or patron in the use of that device.

2.23 IDB staff may only assist in the operation of a personal mobility device at the request of the client, patron, volunteer, colleague, or member of the public visiting the IDB building . Any IDB staff member who is requested to assist in the operation of a personal mobility device may do so if that IDB staff member feels comfortable providing the requested assistance. Any IDB staff member who provides assistance to an individual will follow the direction given by the individual in the course of providing the requested assistance.