

SECTION III – SPECIFIC EMPLOYEE POLICIES

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PURPOSE

To enable all staff to improve their levels of job-related skills and knowledge and to help staff improve job performance.

POLICY

The Executive Director will assess the global training needs of the organization on an annual basis. The identified training needs will be prioritized in the following manner:

1. Legislated and/or compulsory training courses;
2. Specific job-related training needs as required by individual programs;
3. Professional development as requested by individual employees.

PROCEDURES

1. Compulsory Training

The Director may, at her/his discretion, send employees to courses, conferences or seminars at the expense of the organization. Employees required to attend compulsory training and/or professional development activities beyond regular work hours will be compensated in lieu time.

Employees, who are members of professional associations and are required to complete training requirements for these organizations, may be responsible for the time and costs of this training.

2. Specific Job-Related Training

The Director may, at his/her discretion, offer employees the opportunity to attend seminars, workshops, training programs or courses that are directly job related, for the purpose of professional development and improved job performance.

An employee desiring to attend such a seminar, workshop, training program or course will submit a written request to her/his supervisor. The supervisor will make a recommendation to the Executive Director who will determine the appropriateness of the training as it directly relates to the employee's job and the extent to which the organization is prepared to contribute financially to the overall cost.

3. Employee-Initiated Professional Development

An employee desiring to attend a seminar, workshop, training program or course for professional development during working hours will first submit a written request to her/his supervisor who will make a recommendation to the Executive Director for approval. On-going courses during working hours may be allowed if the Director feels they will contribute to the employee's ability to do her job, but the employee will be expected to contribute 50% of the time required.

4. Executive Director's Professional Development

The Director will make his/her requests for professional development to the Board and will follow similar guidelines to those for staff.