

COMMUNITY LIVING DURHAM NORTH
STAFF TRAINING AND DEVELOPMENT

Policy No: C-8 (Human Resources)

Effective Date: May 1, 2009

Last Revision:

Last Review: March 26, 2021

Rationale:

To encourage all employees to pursue education that will enhance their abilities to perform their current jobs and/or prepare them for positions of greater responsibility.

Policy Statement:

Community Living Durham North recognizes that it is critical to provide employees with the tools they need in order to effectively perform their job functions.

To this end, all employees are provided the opportunity to complete a series of mandatory training courses. Successful completion of mandatory training is a condition of continued employment.

While each employee is responsible for his or her own professional growth and development, CLDN is committed to continuous learning and will make every reasonable effort to encourage employees to further their education and training.

Approved by: Larry Leonard
for the Board of Directors

Date: May 1, 2009

COMMUNITY LIVING DURHAM NORTH

STAFF TRAINING AND DEVELOPMENT

Procedure No. C-8-1
Mandatory Training

Effective Date: June 30, 2011
Last Revision: March 26, 2021
Last Review:

- Certain components of on-going staff training are mandatory and are provided internally on a cyclical basis. These include:
 - C.P.R., First Aid & WHMIS;
 - Safe Behavioural Interventions; *
 - Medication Administration; *
 - Training in the use of our AIMS database;
 - Values, Principles and Beliefs
 - Health & Safety Competency Training;
 - Fire Safety Training;
 - Personal Outcomes Philosophy and Goal Training; *
 - Vehicle Training; *
 - Site specific training (i.e. lifting, seizures, diabetes). *

Note: Asterisks (*) denote training required by program staff only. All other training modules are mandatory for all staff.

- Each employee is required to be recertified in the following areas, within the identified time frames:
 - First Aid, CPR (every three years);
 - WHMIS (annually)
 - Health & Safety Competency Training (annually);
 - Safe Behavioural Interventions (every 18 months – unless more frequent re-certifications are considered necessary in certain program locations).
- Mandatory Training for all employees is tracked on our training software, Surge Learning. When an employee is due for training they will receive a notification on their Surge home page that recertification is required. HR will schedule employees for training when necessary and ensure their training is documented on their schedule (in CARM) accordingly.
- While staff are on job accommodations they are still required to attend mandatory training and to participate as they are able.

- Ongoing training and support in safe management techniques are practised at locations where there are people with challenging behaviours.
- While not generally thought of as training, regular attendance at Site Meetings is a prerequisite to being an informed and effective employee.

Procedure No. <u>C-8-2</u>	Effective Date: <u>May 1, 2009</u>
Professional Development	Last Revision: <u>November 25, 2019</u>
	Last Review: <u>March 26, 2021</u>

- During the annual Performance Assessment each staff will discuss with their immediate Manager their particular interests and the skills upon which they would like to build, and perhaps also identified skill deficits. The two will then develop a plan regarding how these training needs might best be met, and a copy of the plan will be forwarded to the Human Resources Department.
- Each staff member has a personal responsibility to play an active and creative part in the identification of his professional development objectives. Employees are expected to take every advantage of opportunities that are offered to them. Further, they are encouraged to be proactive, and to submit staff development requests, appropriate to their particular needs and interests, to their immediate manager.
- Individual, group or agency-wide training needs also emerge out of anecdotal or quantifiable experience, such as aggregate Accident/Injury statistics.
- Internal and external training opportunities are continuously reviewed by management in the light of identified training needs, and requests are approved or disapproved on the basis of multiple considerations (e.g. the quality of the course content, the cost, our ability to find replacement staffing, the relative capacity of different staff members to benefit from the training in question).
- When the agency determines that it is to its advantage to have an employee attend a seminar, conference or training course, and the employee agrees to do so, the agency will cover the cost of registration and will reimburse the employee for directly related out of pocket expenses.

Procedure No. <u>C-8-3</u>	Effective Date: <u>May 1, 2009</u>
Support for Furthering Formal Education	Last Revision:
	Last Review: <u>March 26, 2021</u>

- Certain employees may from time to time wish to further their post-secondary education and will request financial assistance from the Association on the grounds that this additional education will enhance their work performance. College or university courses

do offer a greater educational benefit than one or two day workshops, but they are more expensive and could consume a disproportionate share of our staff training dollar in the interest of a very few employees. Higher education also significantly enhances the individual's career opportunities, and the agency therefore takes the position that the individual should be fully or primarily responsible for its cost. Any cost sharing proposal must be submitted to management prior to registration, and the decision rendered will be based on the following considerations or guidelines:

- in no case will the Association consider funding an entire degree or certificate program;
- only individual courses will be considered and management will look at the relevance of each particular course to the work that we do;
- management will consider such factors as the employee's status (full or part-time), their stated career plans, etc.;
- any contribution will be in the form of an advance and the employee will be required to either reimburse the Association or show evidence of having achieved a passing grade, or some other specified mark;
- further conditions may be imposed; e.g. a full or partial repayment schedule should the staff member leave the Association's employ within certain specified time frames.

Procedure No. <u>C-8-4</u>	Effective Date: <u>May 1, 2009</u>
Education Leaves	Last Revision: <u>November 25, 2019</u>
	Last Review: <u>March 26, 2021</u>

- Unpaid educational leaves may be granted to non-unionized employees who wish to further their education providing the following criteria are met:
 - The employee has successfully completed one year's full time service prior to any educational leave.
 - Requests for educational leave are submitted, in writing, to the employee's immediate Manager prior to the commencement of the course. The request must contain a detailed outline of the program, anticipated dates of absence, and a brief description of how the program applies to the employee's current position.
 - All requests are assessed and approved by the Manager in consultation with the CEO or HR department.

- It is the understanding of the Association that employees who complete an educational leave will continue to work for the Association for a period of time equivalent to the educational leave.

Approved by: Glenn Taylor
CEO

Date: March 26, 2021