

COMMUNITY LIVING DURHAM NORTH
STAFF TRAINING AND DEVELOPMENT

Policy No: C-8 (Human Resources)

Effective Date: May 1, 2009

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: _____ for the Board of Directors	Date: _____
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COMMUNITY LIVING DURHAM NORTH

STAFF TRAINING AND DEVELOPMENT

Procedure No. C-8-1

Mandatory Training

Effective Date: June 30, 2011

Last Revision/Review: Sep. 9/16

- 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;
 - Risky Business; *
 - Health & Safety Competency Training;
 - Fire Safety Training;
 - Personal Outcomes; *
 - Ethics of Touch; *
 - Positive Behavioural Supports; *
 - 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 & WHMIS (every three years);
 - Health & Safety Competency Training (annually);
 - Safe Behavioural Interventions (every 18 months – unless more frequent recertifications are considered necessary in certain program locations).
- Mandatory Training for all employees is tracked on our scheduling database (CARM). When an employee is due for training they will receive a red flashing notice identifying a diary date which, once clicked, will notify them of the training that needs to be scheduled. Employees can then look on the agency-wide server for specific training and the dates when it will be offered. Employees need to contact their immediate manager and the HR Assistant to ensure their training is documented on their schedule accordingly.
- While not generally thought of as training, regular attendance at Site Meetings is a prerequisite to being an informed and effective employee.

Procedure No. C-8-2

Effective Date: May 1, 2009

Professional Development

- During the annual Performance Assessment each staff will discuss with his immediate Manager his particular interests, skills upon which he would like to build, and perhaps 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 Personal Outcomes data, or 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. C-8-3

Effective Date: May 1, 2009

Support for Furthering Formal Education

- 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), his 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> Education Leaves	Effective Date: <u>May 1, 2009</u>
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- 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.
 - 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: _____ CEO	Date: _____
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