



Department: Human Resources
Section: Employee Development and Evaluation

This training and development applies to all administrative, instructional, operational support staff and confidential/managerial employees in compliance with the respective collective agreements and the Terms and Conditions of Employment for Non-Union Employees Policy.

The training and development program will accommodate:

- requirements of municipal, provincial, and federal legislation;
- specific initiatives identified through the Board goals and priorities;
- priorities identified by departments/sections/worksites;
- recommendations derived from the performance appraisal process;
- employer-mandated initiatives;
- individual employee initiatives;
- an annual evaluation process.

Specifically

1.0 Regional Staff Training and Development

- 1.1 A Training and Development Advisory Committee will be established under the auspices of the Director of Human Resources or designate. This committee shall:
 - 1.1.1 consist of coordinators and Human Resources Department representatives,
 - 1.1.2 develop and operate under approved terms of reference,
 - 1.1.3 receive prior to budget preparation, identified training and development priorities from the representative(s) of each employee group;
 - 1.1.4 collaboratively review and develop a Regional training and development proposal for submission to the Regional Leadership Team for approval;
 - 1.1.5 oversee the implementation of the approved Regional training and development plan;
 - 1.1.6 conduct an annual evaluation of the training and development program and make recommendations for its enhancements.

2.0 Individual Employee Training and Development

The Human Resources Department is responsible for coordinating individual employee training and development in consultation with the employee and their immediate supervisor. Individual employee training and development initiatives may result from:

- 2.1 Employee initiated training and development requests.
 - 2.1.1 Such requests may be directed to appropriate training and development funds available through collective agreements, terms and conditions of employment or individual department budgets for approval and funding.
- 2.2 Employer mandated training and development requirements.
 - 2.2.1 Such requirements will be initiated by the immediate supervisor and may include:

- 2.2.1.1 legislated requirements
 - 2.2.1.2 operational requirements
 - 2.2.1.3 litigation and arbitration decisions
 - 2.2.1.4 disciplinary actions
- 2.3 Recommendations from the Performance Appraisal process
- 2.3.1 Such recommendations will support identified future goals and objectives for training and development.
 - 2.3.2 These recommendations may result in either employee initiated or employer mandated training and development.
- 3.0 Responsibilities
- 3.1 Senior Management
- 3.1.1 The Superintendent and Directors as members of the Regional Leadership Team will create and foster an environment that facilitates and enhances training and development of staff by:
 - 3.1.1.1 considering training and development initiatives in the annual performance appraisal of supervisory staff,
 - 3.1.1.2 providing resources for training and development,
 - 3.1.1.3 annually reviewing and approving the proposed Regional Training and Development Program.
- 3.2 Coordinators
- 3.2.1 annually prepare training and development priorities in consultation with supervisory staff and employees which identify training and development needs in support of identified goals and objectives,
 - 3.2.2 represent their department/section/unit on the Training and Development Advisory Committee,
 - 3.2.3 receive and act on individual employee training and development requests,
 - 3.2.4 assess supervisors in their annual performance reviews on their efforts to identify and provide training and development for their staff.
- 3.3 Direct and Line Supervisory Staff
- 3.3.1 discuss training and development needs with staff in relation to the work of the unit,
 - 3.3.2 provide opportunities for the discussion of individual goals for training and development,
 - 3.3.3 based on the operational requirements of the unit, provide job specific training,
 - 3.3.4 recognize training and development achievements of staff during the year.
- 3.4 Employees
- 3.4.1 take the primary responsibility for managing their careers by:
 - 3.4.1.1 examining current skills and identifying areas for further training and development;
 - 3.4.1.2 seeking opportunities for ongoing skills enhancement;
 - 3.4.1.3 taking advantage of relevant training;

- 3.4.1.4 keeping skills and knowledge up-to-date to meet changing workplace needs;
- 3.4.1.5 contributing to department/section/unit's annual training and development planning process.

3.5 Human Resources

- 3.5.1 coordinate the Training and Development Advisory Committee,
- 3.5.2 coordinate and track employee training and development,
- 3.5.3 conduct training and development needs assessments,
- 3.5.4 develop and facilitate the delivery of training and development programs,
- 3.5.5 administer and report on funding available through Human Resources for individual and Regional training and development,
- 3.5.6 support career development and succession planning within the organization.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: July 11/03

Ref: BP 304.3

Monitoring Date: Annually

Revised: October 9/13