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<b>PROFESSIONAL DEVELOPMENT</b>	<b>HR B4</b>
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#### INTENT

The Society will support the personal and professional growth of employees and, where feasible, to provide financial assistance towards education and training.

#### POLICY

Personal and professional growth is vital to the provision of services and the success of the organization. To this end Sunshine Coast Community Services Society encourages staff to continue developing their skills and potential both on their own and with the assistance of the organization, where feasible. Staff must maintain professional or occupational certifications as dictated by their job description.

#### PROCEDURE

1. The Executive Director is responsible for planning and administering the professional development funds through the annual budgeting process, in consultation with Program Directors.
2. As part of the budgeting process, professional development needs are assessed by the Program Directors in consultation with staff and linked to the Performance Appraisal system. Staff is encouraged to use the Performance Appraisal process to identify professional goals and to pinpoint the areas that they wish to further develop.
3. Information on courses and in-service opportunities shall be distributed on a regular basis to staff.
4. Specific requests for training should be discussed with the immediate supervisor. Requests will be considered based on availability of funds, appropriateness of the training and priorities for staff development. Priority will be given to training that maintains the staff qualifications for the job performed.
5. Employees are responsible for the cost of maintaining professional or occupational certifications as required for the position.
6. The organization will not reimburse any fees for courses that an employee does not successfully complete.
7. Employees will be paid to attend any mandatory training, the cost of which will be borne by the Society. Attendance at this training is required.

8. The supervisor will maintain a record of professional development activities attended by staff and annually submit to the Executive Assistant. Staff members will share information about the course with other staff where possible.
  
9. Some programs require First Aid training. If this is the case the hiring supervisor informs prospective candidates that this is a requirement at their own cost. This will also be outlined in the letter of hire. Existing employees required to have this credential will be reimbursed 100% for the cost of the course and will be paid for their time to attend the course (up to 7 hours).

<b>EFFECTIVE: December 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>