

SUPPORT STAFF PROFESSIONAL DEVELOPMENT

Background

Learning is a lifelong process. Accordingly, the Division is committed to supporting the efforts of support staff to improve their professional skills. In addition to personal growth, support staff development activities focus on strategies to create a positive work climate, communications skills and technical skills.

The Division recognizes the advantages of support staff development programs and believes that professional development is a shared responsibility of the individual, the staff, administrators, unions and the Division.

Procedures

1. The board shall allocate a portion of the budget each fiscal year to fund professional development activities.
2. When the Director of Education or designate requires an employee to take a specific course, or attend an educational event that has relevance to and/or will be a benefit to the employees' work, the employee will be reimbursed pre-approved costs associated with the course.
 - 2.1 When time away from work is required for the purposes of this clause, the leave shall be without loss of pay.
 - 2.2 If the educational event is outside of the employee's regular work day, the employee shall complete *Form 513-5 Support Staff Request for Additional Pay* and forward it to their immediate supervisor for consideration.
3. When an employee requests to attend an educational event that he/she feels has relevance to and/or will be a benefit to the employees' work, application shall be made using *Form 415-2 Request for Leave of Absence*. The completed form shall be forwarded to the immediate supervisor for authorization.
 - 3.1 A decision will be made after considering the training needs of the school and Division. Payment for some or all of the costs shall be at the discretion of the Director or designate.
 - 3.2 When time away from work is required for purposes of this clause, leave with pay may be provided.
 - 3.3 If the educational event is outside of the employee's regular work day, the employee will not be compensated for additional hours.

4. In the event of an inconsistency between this procedure and a provision in a collective bargaining agreement, for those employees covered by the collective bargaining agreement, the provisions of the applicable collective bargaining agreement shall apply.

Reference: Section 85, 109, 175 Education Act

Forms Manual: Form 415-2; Form 513-5

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