

| | | |
|---|-----------------------------|--|
| Section: E | Policy Number: E-006 | Approval Date: March 15, 1989 |
| Subject: Professional Development / Training | Total Pages: 4 | Revision Date(s): May 15, 1991, Dec. 21/11, Dec. 19/12 , Nov. 19/14; May 19, 2021 |

PROFESSIONAL DEVELOPMENT/TRAINING POLICY
(Seminars, Workshops, Conferences, Internal Training)

Community Living-Central Huron recognizes the value of Staff and Volunteers participating in professional development and training as it can positively impact on people supported, the Staff themselves; co-workers and the Agency. The Agency, when able, may provide an incentive for Staff to enrol in post-secondary education related to the field of developmental disabilities. Staff are required to provide proof of successful completion to be eligible for any type of incentive. Non-compliance with the Professional Development/Training Policy is subject to discipline, up to including dismissal from the Agency's employ or placement.

Staff who register for professional development and/or training and fail to attend will be charged the professional development and/or training event fee, if applicable.

Professional Development:

If a Staff or Volunteer wish to participate in professional development or a non-mandatory training event, whether there is a registration fee for not, they will provide their Immediate Supervisor with the following: All costs, including overnight accommodations, travel, meals, material to be purchased, time requirements and written information indicating the relevance of the workshop or course to the position they hold within the Agency. The Supervisor will consult with their Immediate Supervisor/ relevant Program Coordinator and Executive Director. Approval must be obtained from the Executive Director for Professional Development/Training events in which there are costs for registration, travel, accommodation, meals, materials, to ensure the process outlined in the Purchasing and Credit Policy (B-008) is followed.

The following will be taken into consideration when approving participation:

- a) Relevance of the professional development/training event with respect to the Staff's or Volunteer's position/role within the Agency and the Agency's needs;
- b) Previous opportunities to participate in professional development/training
- c) Time requirement to ensure continuous operation of services; and
- d) Costs of the professional development/training, accommodation, travel, meals, status of Program's budget and when appropriate, the Agency's ability to provide an incentive.

Following approval, the Agency will pay for the following expenses:

- a) Registration fee, or a portion thereof, as pre-determined;
- b) Accommodation - most cost-effective option, prior written approval must be sought from the relevant Supervisor, in consultation with the Program Coordinator and Executive Director;

- c) Meals - refer to Community Living-Central Huron Policy, and/or the Collective Agreement; and
- d) Transportation - as authorized by the relevant Supervisor, in consultation with the Program Coordinator and the Executive Director;

Mandatory Training:

Orientation: Agency Staff will be paid for all steps of orientation, including training conducted at office locations and on-site at each relevant work location. Payment for training for Student Placements is contingent upon the Agreement with the Placement College/University/Program. The relevant Supervisor or designate and/or Coordinator will ensure all aspects of the relevant Orientation Checklist are completed; the Orientation Checklist is submitted to Human Resources for placement in the Personnel file. Upon hire, placement or volunteerism, individuals, will be required to participate in Agency orientation, conducted by the Program Coordinator and/or the Executive Director.

Volunteers will be provided with an orientation of their role by the relevant Supervisor, Coordinator or Executive Director and Human Resources.

Annual Training: Agency Staff are required to participate in mandatory training, as set out in the requirements of various Ministries (Ministry of Children, Community & Social Services, Ministry of Labour, Ministry of Health) legislation, such as: Quality Assurance Measures and the Occupational Health & Safety Act, (ie. Abuse; Fire Prevention; Non-Violent Crisis Intervention; First Aid/CPR; Workplace Violence, WHMIS). Should a Staff person not have valid, up-to-date training, they will be subject to discipline up to and including dismissal from the Agency's employment. Disciplinary measures may include Staff being removed from the work schedule, until such time their training/certificates are updated. In addition, should Staff fail to attend mandatory training arranged by the Agency, the Staff member may be responsible for securing such training on their own time and cost.

First Aid/CPR: All Agency Staff are required to have an up-to-date First Aid/CPR certificate. Should a Staff be hired and not possess a valid First Aid/CPR certificate, the Staff will be required to obtain a certificate within the first 3 months of employment and be responsible for the cost and training, on their own time, for the initial First Aid/CPR certificate. For Staff who are hired and possess a current certificate, the Agency will arrange for re-certification and incur the cost of training for Staff to update their First Aid/CPR certificates for the term of the Staff's Agency employment.

Workplace Hazardous Materials System (WHMIS): All Agency Staff are required to have annual training in WHMIS, which the Agency will determine the training material for both the initial training and annual refresher training.

Nonviolent Crisis Intervention (CPI): All Agency Staff who work in "group living residential locations" where three or more people reside are required to be trained in CPI's Nonviolent Crisis Intervention. The Agency will provide the initial training, as well as annual refreshers. The Agency, may at its own discretion, determine Staff who work in other locations would benefit from Nonviolent Crisis Intervention training and subsequently such training would be provided. Reference to the Agency's "Use of Physical Restraints Policy" (C-005) can be made for further details regarding the Nonviolent Crisis Intervention Program.

When a Staff member attends approved professional development/training events, they will be paid for a maximum of eight hours per day. Part-time and Occasional Workers will be paid for the number of hours approved in advance by their Supervisor and the Coordinator of Adult Services, not to exceed eight hours per day.

Following participation in a professional development/training event, the participants may be requested by their Supervisor to submit a written or verbal report for circulation or presentation within Community Living-Central Huron. Hand-outs and other information obtained at the event will be attached to the circulation copy.

Related Policies:

- Vision, Mission and Service Principles (A-001)
- Guiding Principles (A-002)
- Confidentiality (A-003)
- Privacy (A-004)
- Board Governance and Interpretation (B-001)
- Community Involvement (B-004)
- Tender (B-005)
- Social Media and Agency Equipment usage Policy (B-006)
- Volunteer (B-007)
- Purchasing and Credit (B-008)
- Accessibility Policy (B-009)
- Duty of Care (B-010)
- Code of Conduct (B-011)
- Individual Welfare/Rights (C-001)
- Behaviour Support (C-002)
- Complaint/Feedback Policy and Procedures for Persons Supported (C-003)
- Abuse Policy - Prevention, Reporting and Managing (C-004)
- Use of Physical Restraints (C-005)
- Serious Occurrence (C-006)
- Communication Policy (C-007)
- Finances of People Supported (C-008)
- Individual Support Policy for Persons Receiving Service (C-009)
- Pet Ownership, Visiting Pets and Service Animals (C-010)
- Orientation of People Supported (C-011)
- Medical Care of Person Supported Policy (C-012)
- Inventory, Personal Belongings of Persons Supported (C-013)
- Bathing and Showering Supervision of Persons Supported Policy (C-014)
- Persons Supported Food and Nutrition Policy (C-015)
- Missing Person/Unknown Whereabouts Policy (C-016)
- Relationship with Law Enforcement Agencies (C-017)
- Health & Safety Policy Statement (D-001)
- Medication Policy Statement (D-002)
- Emergency Policy (D-003)
- Smoking (D-004)
- Critical Injury (D-006)
- Bullying, Harassment and Workplace Violence Policy and Procedures (D-007)
- Pandemic Policy (D-008)
- Preventative Maintenance Policy (D-009)
- Musculoskeletal Disorders Awareness Policy (D-010)
- First Aid Policy and Procedures (D-011)
- Working Alone Policy (D-012)
- Infection Control Policy and Procedures (D-013)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representatives Policy (D-016)
- Sharps Policy and Procedures (D-018)
- Manual Handling Policy (D-019)

- Slips, Trips and Falls Prevention (D-020)
- Workplace Inspection Policy (D-021)
- Work Refusal Policy (D-022)
- Lifts, Transfers and Physical Assistance Policy (D-023)
- Incident/Accident Investigation Policy (D-024)
- Independent Contract Policy & Procedures (D-025)
- General Policy No 2 (E-001)
- Hiring Policy (E-002)
- Police Record Check, Vulnerable Sector Check Policy (E-003)
- Employee Records Policy (E-004)
- Orientation Policy - Employees, Volunteers and Student Placements (E-005)
- Individual Consultation Policy (E-007)
- Employee Performance Appraisal (E-008)
- Vehicle Use (E-009)
- Personal Property Damage Reimbursement (E-010)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Working From Home Policy (E-022)