|  |  |
| --- | --- |
| Manual: BV Operational Policies | Section: Employee Relations |
| Approver: Arthur Mathews | Original Date: June 1, 2005 |
| Date Last Approved: January 5, 2018 | Next Review Date: January 5, 2019 |

# POLICY STATEMENT

Broadview Village values staff development and is made available to staff whenever possible. There are mandatory training requirements for employees. As well, each program site has an annual staff development budget for optional training opportunities.

# PROCEDURE

Prior written approval from the Executive Director and the employee’s Manager/Director must be acquired before taking a course if reimbursement is requested.

Employees may be paid for their time and the cost of the courses taken in accordance with The Salvation Army’s employee education policy provided courses are required for the position and where sufficient funds are available in Broadview Village’s budget.

Employees will be responsible to cover the cost of their course and will not be paid for their time in the following circumstances:

* The course was a condition of employment
* The employee did not pass the course

Copies of completed training records and/or certificates are maintained on the employee’s official file with Employee Relations.

Mandatory Training/Certification

Nonviolent Crisis Intervention (NVCI) and First Aid Courses are mandatory for all frontline staff and are offered by Broadview Village. If an employee chooses to take either or both of these courses elsewhere, she/he will be reimbursed for the course up to the amount of cost that a course at Broadview would incur. When the course is held by Broadview Village, she/he will be paid a maximum of 16 hours for full NVCI or a maximum of 8 hours for NVCI refresher, and 8 hours for First Aid training.

|  |  |
| --- | --- |
| Manual: BV Operational Policies | Section: Employee Relations |
| Approver: Arthur Mathews | Original Date: June 1, 2005 |
| Date Last Approved: January 5, 2018 | Next Review Date: January 5, 2019 |

As well, all frontline staff will receive mandatory training for Environmental Health & Safety Orientation, Abuse Prevention & Response, Safe Food Handling, Back Care, WHMIS, Fire Safety and Respect in the Workplace.

Employees are responsible and accountable to maintain their certifications and complete mandatory trainings.

Employees are responsible for cots of the maintenance of professional and educational qualifications, other than those listed above.

Optional Training/Development Opportunities

Staff education and training is based on resident/participant and employee needs, survey results, employee performance evaluations, site work plans and meeting minutes where staff development issues are discussed. The Staff Development Committee includes staff representatives from each program site and has in place a terms of reference. Minutes are forwarded to the Executive Director.

An employee may request staff training by completing a request for staff development form and submitting it to his/her Manager/Director for approval. Managers/Directors are responsible to maintain and submit staff development records under the “Training” section within the Monthly Health & Safety Inspection document, to the Executive Director.

Any staff wishing to undertake formal training or education will do so at their own expense. When the training or education interferes with his/her regular working schedule, a request is to be submitted to his/her Manager/Director. The decision whether or not to grant the request will be made by the Manager/Director and the Executive Director.