GATEWAY OF HOPE – Policy & Procedures Manual

**Langley, BC**

2.1.23 Employee Training & Development

Department: Human Resources

Approved By: Planning Team

Issue Date: March 2010

Updated: June 2016

**General**

For reasons related to personal safety and employment development, Gateway of Hope and Aldergrove Thrift Store employees will be provided training and development opportunities while employed with The Salvation Army. These opportunities will be in the form of:

* Mandatory basic orientation & training
* Group In-service Training Workshops
* Approved courses at outside learning institutions (see the TSA Employee Relations P&P
* Manual section 9.1)
* These opportunities will be subject to the following:
* The employees’ position
* Operational requirements
* Workplace Safety requirements
* Financial capacity and approved budget of the respective department
* Compliance with the TSA Education policy

**Mandatory Training Upon Hire**

Effective April 1, 2010, all new Gateway of Hope full-time, part-time and casual/relief employees will be oriented and trained according to position specific job training templates that will account for all of the expected job tasks of the position as well as for all required training and orientation elements and experiences.

Additionally, all new Gateway of Hope and Aldergrove Thrift Store full-time, part-time and casual/relief employees will be required to take and successfully complete the following training according to the schedule below.

Prior to commencing their on-the-job training in their respective department:

* Divisional Respect in the Workplace training (web)
* Divisional Violence training (web)
* Divisional Privacy training (web)

**Other Mandatory In-Service Training**

Within 6 months of commencing employment at Gateway of Hope (and subject to course availability):

* Mental Health First Aid
* First Aid Level 1
* WHMIS Training
* Non-violent Crisis Intervention
* Food Safe Training

Employees will be required to successfully complete the above noted training. Exceptions must be approved by the Manager of Business Administration or the employee’s particular department.

**Quarterly Departmental Training**

Furthermore, quarterly departmental staff meetings will be held for the purposes of training and

development, general coaching, information sharing and regular review of safety policies and procedures.

**Continuing Education Opportunities**

Formal training or education at an outside learning institution may be approved by the Executive Director on the recommendation of the department manager/director.

The following will govern the decision to approve such training:

1. Is the employee capable of benefiting from the proposed studies?

2. Will the studies undertaken benefit the employer?

3. Will the employee declare an intention of continuing service with their present Salvation Army

employer and agree to reimburse their present employer if employment is terminated at the volition of the employee within one year of completion of these studies?

4. Is the employee's commitment to study in personal time sufficient to justify the use of Salvation Army resources to enable the employee to reach specific educational goals?