



SECTION: Human Resources

POLICY: HR 13

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PROFESSIONAL DEVELOPMENT

Preamble

Contact Brant supports professional development for its staff to ensure the continued excellence of our organization.

Policy

Contact Brant promotes professional development for employees to update and enhance their skills and knowledge necessary to make a continuing contribution to their work at Contact Brant.

Procedure

1. An employee is responsible for his or her own professional growth and should take the primary responsibility for managing their careers by:
 - Reviewing their current skill sets, training and development needs for maintaining current knowledge and meeting the needs for their career, determining logical and appropriate avenues for training and development, and applying/requesting training and development as needed.
 - Suggest possible training and development opportunities as appropriate.
2. An employee must submit a request to the Chief Executive Officer to attend professional and educational meetings, courses or other events which may be beneficial to the employee's professional development, as it relates to the employee's responsibilities with Contact Brant.
3. Contact Brant will provide in-service programs related to the requirements of the agency. Available in-service programs will be provided to employees to attend during their regular working hours wherever possible.
4. Where the Chief Executive Officer has approved or requires an employee to attend an educational meeting, course or other event, Contact Brant will pay part or all of any applicable fees to attend the educational meetings, course or other event.
 - a. For professional development that exceeds the hours in a normal working day, employees will not accrue compensatory time.
5. Contact Brant may purchase resource materials in support of professional development. Where Contact Brant has purchased resource materials, these materials become the property of Contact Brant.