

PURPOSE

This sets out Britannia Community Services Centre's position on training for employees.

SCOPE

All Society staff

POLICY STATEMENTS

1 Responsibility

1.1 Manager: The Manager, in consultation with the employee's Supervisor is responsible for authorizing staff training.

2 Authorization

2.1 Manager: The Manager will authorize the payment of registration fees for staff to attend seminars, workshops, group study courses, evening courses or other courses offered by a recognized educational institute or affiliate in advance, subject to receipt of Supervisory recommendation and available funding. Britannia's contribution may be:

- 100% of the course fee, provided the training is directly related to the Britannia's operations and the employee has been directed to attend the training course, or;
- Less than 100% if the training has limited application to Britannia's operations and is initiated by the employee. This will be at the discretion of the Manager of Administrative Services on a case by case basis. In the event of a dispute, an appeal directly to the Executive Director will be available to all staff.

2.2 Travel & External Training Authorization: Travel Training Authorization must be approved by the Manager, prior to enrollment. Britannia's contribution will be:

- 100% of travel costs provided the training is directly related to the Britannia's operations and the employee has been directed to attend the training course.

2.2 Wages: Training Authorization must be approved and directed by the Manager in consultation with the Supervisor prior to enrollment. Britannia's contribution will be:

- 100% of regular wages provided the training is directly related to the Britannia's operations and the employee has been directed to attend the training course.

3 Registration Fee Payment

3.1 Short-Term Training – Seminars, Workshops, etc.: After written approval is completed by the Manager for the External Training, the Society will pay the registration fee directly to the training institution.

3.2 Long-Term Training – Credit & Non-Credit Courses: After approval of the External Training and receipt of the employee's original registration receipt, the Society will reimburse the employee 50% of the fees previously authorized. The remaining 50% will be reimbursed when the Society receives a written notification that the employee has successfully completed the course.

4 Documentation

4.1 Employees are responsible to forward written notification from the external training organization to the Manager. The Manager is responsible to ensure such documentation is put into the employee's personnel file.

ISSUED BY: Britannia Executive Committee	APPROVED BY: Board of Management	DATE: February 2009
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