

| STATEMENT of POLICY and PROCEDURE |                                 |            |                   |
|-----------------------------------|---------------------------------|------------|-------------------|
| Chapter:                          | Human Resources                 | SPP No.    | <b>HR 4.09.ON</b> |
| Section:                          | Benefits                        | Issued:    | Nov. 22, 2019     |
| Subject:                          | <b>SEMINARS and CONFERENCES</b> | Effective: | Jan. 1, 2020      |
| Issue to:                         | All Manual Holders              | Page:      | 1 of 2            |
|                                   |                                 | Replaces:  | <b>HR-09</b>      |
| Issued by:                        | Community Resource Centre       | Dated:     | Feb 2017          |

## 1 POLICY

1.01 The **Community Resource Centre** is committed to supporting the ongoing development of its employees and pays for employee attendance at approved seminars and conferences. The CRC will support employees to attend and participate in both required training and optional training and workshops/conference opportunities that are deemed to have a relevance to the employee's job, have been identified as goals during performance planning or are otherwise identified as worthwhile by the employee and the supervisor.

## 2 PURPOSE

2.01 The **Community Resource Centre** encourages employees to increase their knowledge, maintain currency in their profession, and to continually upgrade their skills. Such improvement is often best accomplished through attendance at seminars or conferences.

## 3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

4.01 All decisions regarding training will be subject to approval by the Executive Director and will depend on the availability of funds to support the costs.

4.02 Supervisors are responsible for arranging an employee's registration and attendance at an approved seminar or conference and for ensuring a Seminar and Conference Report is completed by the employee in a timely manner, if requested.

4.02 Employees who attend a seminar or conference, paid for by the **Community Resource Centre**, are responsible for submitting, if requested, a Seminar and Conference Report in a timely manner.

## 5 DEFINITIONS

None

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None

## 7 PROCEDURE

7.01 In advance of any registration or enrolment for a seminar or conference, employees are required to obtain approval from their manager to attend a seminar or conference. If the request is approved, the supervisor shall arrange for the enrolment or registration of the employee in the approved seminar or conference and, if necessary, arrange for appropriate return travel and accommodation during the seminar or conference.

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- 7.02 Costs for registration, meals, transportation and accommodation will be paid by the CRC (receipts required). If overnight stay is required and the employee has out-of-pocket expenses for child-care, a reimbursement of up to \$20/night for child-care is available. Receipts for all related costs, including child-care are required.
- 7.02 Employees who attend a seminar or conference shall complete the Seminar and Conference Report Form within two (2) weeks following attendance at any seminar or conference paid for by the **Community Resource Centre**, if requested. Copies of the report shall be provided to the employee's manager and the **Executive Director**.
- 7.03 A copy of the Seminar and Conference Report, if any, shall be filed in the employee's Personnel file.
- 7.04 Professional development will be reviewed annually as part of the performance appraisal.