

POLICY:

The CRC is committed to supporting the ongoing development of its employees. 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 employees job, have been identified as goals during performance planning or are otherwise identified as worthwhile by the employee and the supervisor.

PROCEDURE:

Training Costs

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.

Costs for registration, meals, transportation and accommodation will be paid by the CRC (receipts required). If overnight stay is required and the employee would therefore have out of pocket expenses for child-care, there will be a re-imbusement available up to \$20/night for child care. Receipts for all related costs, including child-care will be required.

A list of conferences and workshops regularly attended will be kept with names of attendees and dates of these sessions. Professional development will be reviewed annually as part of the performance appraisal.