

CCHRSC'S
HR TOOLKIT



TOOL: Sample Staff Development Policy

POSTED: October 2012

[INSERT YOUR ORGANIZATION'S NAME HERE]

STAFF DEVELOPMENT POLICY

<p>Policy type Personnel</p>	<p>Original effective date Unknown</p>
<p>Policy name and number Staff development</p>	<p>Date of last amendment June 29, 2009</p>
<p>Policy</p> <p>The Board of Directors encourages employee development, defined as the participation of employees in various meetings, seminars and courses that are beneficial to UCELC and that advance its purposes. Similarly, active participation in various professional associations is encouraged.</p> <p>Attendance at any events of this sort will be limited by budgetary, ratio and employee scheduling considerations. Employees are encouraged to obtain grants for participation in professional development.</p> <p>Once the Board approves the annual budget, the amount set aside for professional development will be divided for use among the permanent full time employees. Application for use should be made in writing to the Executive Director. Where the budget allows, up to 50% of the fees for two credit courses per year will be paid on submission of proof of final grade and of fee receipt. UCELC will not pay association dues incurred by employees normally. General expenses incurred by employees during these development activities are subject to budgetary constraints and prior approval by the Executive Director or the Personnel Committee Chair/Board Chair in the case of the Executive Director. Normally, no more than one employee should be enrolled in the same course at the same time.</p> <p>Approval for time off to attend courses during normal working hours must be obtained from the Executive Director, and in the case of the Executive Director, approval must be sought from the Personnel Committee Chair and/or Board Chair. Assistance with expenses and time off to attend courses will be given only for those courses that are directly relevant to the work of the Centre and will be in the discretion of the approving party.</p> <p>Extended development leave without pay for employees will be at the discretion of the Executive Director, in consultation with the Personnel Committee. Extended leave without pay for professional development for the Executive Director will be at the discretion of the Personnel Committee Chair/Board Chair.</p>	

University + Community Early Learning Centre agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.

<p>Authority</p> <p>Executive Director for all employees.</p> <p>Personnel Committee Chair/Board Chair for Executive Director.</p>	
<p>Comments</p>	
<p>Board Chair signature</p>	<p>Date signed</p>

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