

## **POLICY STATEMENT AND REGULATIONS**

**Number: 800.13**

### **TRAINING**

It is recognized that the needs of our residents and the changing demands of the workplace must be met by continuous training and ongoing staff development. The District is committed to developing existing permanent staff within reasonable financial restrictions for current and future organizational needs.

1. All training must be approved by a Department Head prior to registration taking place. The costs of training includes fees, text books, and other incidentals required for the program.
2. Training approved must be relevant to the position occupied or to the District as a whole.
3. The "Employee Expense Claim Form" must be completed and approved prior to reimbursement.
4. Descriptions of the approved training and copies of certificates and/or completion must be forwarded for filing in the official personnel file.
5. In the event a staff member does not complete the training paid for by the District, the staff member must reimburse the District for all costs incurred.
6. Failure to take training that is directed by a Department Head is a disciplinary offence.
7. The staff member may apply to the Chief Administrative Officer, through their Department Head, to consider forgiving any required repayment, or to not impose discipline, due to extenuating circumstances.

Adopted: November 10, 2014