

Ingersoll Support Services Inc.

Policy: Staff Training and Development

Policy # HR 17

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - yes

Review Date: March 22 2019

Employee training and development budgets will be developed to provide opportunities for professional development for all employees, and to provide the mandatory training required by Ingersoll Support Services.

Procedure:

1. It is expected that as a result of the Annual Performance Appraisal (as per Policy HR 6) learning objectives will be developed. From this the supervisor and the employee will seek the appropriate training courses and/or tools to meet the training needs and/or requests of the employee. The purpose of setting learning objectives is to assist the employee with personal development and growth, and engage them in continuous learning.
2. The Executive Director will establish annual employee training budgets in consultation with supervisors.
3. The needs of Ingersoll Support Services, the employee and the people accessing support are considered when choosing training opportunities that will provide the most benefit. Employees are encouraged to seek and recommend training events that meet these conditions.
4. Employees that attend training events are expected to provide information, resources and training to other employees when they return.
5. The success of the learning objectives will be evaluated as part of the annual performance appraisal.
6. All direct support employees are required to have current First Aid, Cardio-pulmonary Resuscitation Certificates, and Non-Violent Crisis Intervention Certificates. In addition, staff will complete training on abuse prevention, identification and reporting with annual refreshers (as per Policy QAM 18.)
7. First Aid and Cardio-Pulmonary Resuscitation qualifications must be maintained and current at the expense of the employee.

8. All direct support employees hired without current First Aid, CPR and Non-Violent Crisis Intervention (NVCI) certificates will have the duration of the probationary period to obtain the qualifications.
9. Employment may be terminated if the qualifications are not obtained during the probationary period.
10. New employees will be required to demonstrate an understanding of the procedures related to Physical Restraint or be certified within 30 days of their employment start date (as per Policy S 10.)
11. Employees without current First Aid and CPR certificates may be suspended without pay until the employee successfully obtains the certificates.
12. Employees participating in day long workshops or training that involves overnight stays will be paid for a maximum of 8 hours for each day of training. With prior approval employees may claim expenses related to the course, based on the Expense Policy # A 7. Ingersoll Support Services will also pay/compensate for either the travel/mileage expense or the travel time for training outside our area, as determined by ISSI.