

## **8.2.i. Policy**

# **STAFF TRAINING/CONFERENCE ATTENDANCE**

Trust Council: June 6, 1992

### **A: PURPOSE:**

1. To outline Trust Council's support, subject to available resources, for staff training and conference attendance as a means to enhance staff's contribution to the organizational effectiveness of the Islands Trust and staff professional development.

### **B: REFERENCES:**

1. Annual Budget

### **C: POLICY:**

#### **1. EXECUTIVE DIRECTOR**

- 1.1. Trust Council and/or the Executive Committee may request the Executive Director to undertake targeted training and/or attend specific conferences and seminars on behalf of the Islands Trust, Trust Council and/or the Executive Committee.
- 1.2. The Executive Director requires approval for training/conference attendance requests from the Executive Committee.

#### **2. STAFF**

- 2.1. The Executive Director may, in consultation with the Operations Manager, request a staff to undertake targeted training and/or attend specific conferences and seminars on behalf of the Islands Trust.
- 2.2. Staff require approval on training/conferences attendance requests from their immediate supervisor.

#### **3. ADMINISTRATIVE REQUIREMENTS**

- 3.1. Requests from and to staff for training/conference attendance are to be processed using the Training/Conference Attendance Form (Attachment 1.).
- 3.2. Inservice training programs and budget requests for staff units are the responsibility of appropriate managers in consultation with appropriate staff and the Operations Manager.

- 3.3. Organizational training budget requests are the responsibility of the Operations Manager in consultation with the management group. Organizational training funds are for support to approved staff training/conference attendances requested by the organization.
- 3.4. Resolving difficulties in determining mutually agreeable support levels for staff training/conference attendance will be handled by the next appropriate supervisory level and then the Executive Director if required.

#### **4. SUPPORT LEVELS**

##### **4.1. Level 1**

- i. Requests to a staff person to attend a training/conference event on behalf of the Islands Trust via the Executive Director: 100% of expenses and registration fees and provide time with pay (without overtime) from the organizational training budget account or as otherwise agreed and/or determined by the budget; or
- ii. Requests from a staff person approved by their immediate supervisor as being relevant to their basic job function and beneficial to the organization: 100% of expenses and registration fees from budgeted funds for that staff person and provide time with pay (without overtime) or as otherwise agreed and/or determined by the budget (i.e. related to their performance appraisal and current job description).

##### **4.2. Level 2**

- i. Requests from a staff person approved by their immediate supervisor as being relevant to enhancing their job function and beneficial to the organization: a portion of expenses and/or registration fees from budgeted funds for that staff person and/or time off with pay (without overtime) or as otherwise agreed and/or determined by the budget (i.e. related to their performance appraisal, determined expansion of their job).

##### **4.3. Level 3**

- i. Requests from a staff person approved by their immediate supervisor as being relevant to enhancing their professional development: provision of either registration fees (less supplies/texts) or time with pay (without overtime) from budgeted funds for that staff person or as otherwise agreed and/or determined by the budget (i.e. related to further training for their career advancement).

#### **5. FUNDING**

- 5.1. Standard training/conference attendance allowances for each staff person will be proposed by management and approved by Trust Council within the annual budget process.

- 5.2. Staff may submit specific requests for training/conference attendance assistance beyond the proposed standard budget amount for each staff person through their immediate supervisor within the annual budget process.
- 5.3. The Operations Manager is responsible for coordinating proposed inservice training and organizational training amounts within the annual budget process.

**6. EXPECTATIONS OF STAFF**

- 6.1. It is expected that staff, for Trust supported training and conference attendance, will provide a written/verbal report to their immediate supervisor and, if appropriate, other staff.
- 6.2. It is expected that staff, for Trust supported training and conference attendance will provide useful materials to the Administrative Secretary to copy for the Trust's reference library.
- 6.3. All staff are expected to provide the Operations Manager with details on upcoming training/conference attendance who in turn will post/distribute these materials as appropriate.

**D: ATTACHMENTS:**

- 1. ATTACHMENT 1: ISLANDS TRUST TRAINING/CONFERENCE REQUEST

**Islands Trust  
Training/Conference Request**

Date: \_\_\_\_\_

To (Approving Authority): \_\_\_\_\_

STAFF/TRUSTEE NAME: \_\_\_\_\_

CONFERENCE/TRAINING EVENT NAME: \_\_\_\_\_

\_\_\_\_\_

HOSTED/COORDINATED BY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_

REASON FOR ATTENDING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPECTED BENEFITS TO TRUST/Approving Authority: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COSTS:	Registration Fee _____
	Perdiem/Meal Costs _____
	Accommodation _____
	Travel _____
	Course Materials _____
	Other: _____
	Total: _____

TOTAL REQUEST: \_\_\_\_\_ OFFICE INSTRUCTIONS:

RECOMMENDED BY: \_\_\_\_\_ (i.e. processing for registration fees)

APPROVED BY: \_\_\_\_\_

AMOUNT APPROVED: \_\_\_\_\_

DATED APPROVED: \_\_\_\_\_