



Policy:	8.2.1
Approved By:	Trust Council
Approval Date:	June 6, 1992
Amendment Date(s):	
Policy Holder:	Director of Administrative Services

STAFF TRAINING/CONFERENCE ATTENDANCE

Purpose

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.

A. Definitions

n/a

B. Policy

1. Chief Administrative Officer

- 1.1 Trust Council and/or the Executive Committee may request the Chief Administrative Officer (CAO) 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 CAO requires approval for training/conference attendance requests from the Executive Committee.

2. Staff

- 2.1 The CAO may, in consultation with the Director of Administrative Services, request staff to undertake targeted training and/or attend specific conferences and seminars on behalf of the Islands Trust.
- 2.2 Staff requires approval on training/conference 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 In-service training programs and budget requests for staff units are the responsibility of appropriate managers in consultation with appropriate staff and the Director of Administrative Services.
- 3.3 Organizational training budget requests are the responsibility of the Director of Administrative Services in consultation with the management group. Organizational training funds are for support to approved staff training/conference attendance 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 CAO, if required.

4. Support Levels

4.1 Level 1

- 4.1.1 Requests to a staff person to attend a training/conference event on behalf of the Islands Trust via the CAO: 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
- 4.1.2 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 of 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

- 4.2.1 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

- 4.3.1 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 budgeted amount for each staff person through their immediate supervisor within the annual budget process.
- 5.3 The Director of Administrative Services is responsible for coordinating proposed in-service 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 to the Trust's reference library.
- 6.3 All staff is expected to provide the Director of Administrative Services with details on upcoming training/conference attendance, who in turn will post/distribute these materials as appropriate.

C. Legislated References

Annual Budget

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1 – Islands Trust Training/Conference Request

Attachment 1

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
- Per diem/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: _____