

Staff Development/Education

Policy No. 319

Policy Statement: The Archdiocese promotes and supports staff development, including training and education opportunities.

Staff development requests are subject to budgetary conditions and operational requirements and prerequisites.

Intent of Policy: To enhance the abilities and skills of archdiocesan employees to further the mission of the Church.

Definition: Staff development/education is the process of obtaining or improving the qualifications, competencies and experience that enables a person to better perform in their current role and/or as preparation for future roles.

- Procedure:**
- a) The Parish, Office, Camp or Institution will make budgetary provisions to offer opportunities for staff development/education.
 - b) Based on identified development need(s) and/or the introduction of new requirement(s) to the position, the supervisor and employee determine the type of training or education required and how the training or education will be obtained.

Examples of development requirements may include but are not limited to the following:

- update to current level of expertise for optimal service
 - added responsibilities
 - computer software or hardware conversion, upgrade or addition
 - introduction of new equipment
 - improvement of job performance level.
- c) Prior to applying for staff development, employees will complete the Staff Development Request Assessment & Authorization – Appendix 319A form and submit it for approval to their supervisor, e.g., Pastor, Department Head, Chancellor.
 - d) The authorization process may involve consultation with the parish finance committee, advisory committees for parish staff or the Human Resources Office, and the Finance Office for archdiocesan staff as deemed appropriate from the request assessment.

Examples of development options include but are not limited to the following:

- professional development, provided by an independent organization or an individual, e.g., conferences, conventions, workshops
- academic development provided by a recognized educational institution, e.g., certificate, diploma, degree, licence or credential program.

NB. Depending upon the nature of the academic development opportunity, a signed return of service commitment may be required by the employer at the time the development request is approved.

- e) Employees will provide an evaluation report of the development/education experience and indicate how it will have practical benefits to the position.

Costs

When the necessity for training is identified and the training option is selected, the employer will pay for the training and associated costs, e.g., tuition, registration fees, travel, accommodation, meals, leave time (if applicable).

Miscellaneous expenses such as tips, snacks, and other incidentals incurred while attending an approved training option are not reimbursed. The employee will provide only the pertinent receipts for expenses to be approved and reimbursed.

NB. In some cases, the cost of training will be shared between the employer and the employee, depending on the Staff Development Request Assessment.

Leave Periods

Depending on the request and the assessment, the leave period may be paid or unpaid time. Vacation time may also be used.

Certificate, Diploma, Degree, Licence or Credential Program

A copy of the certificate, diploma, degree or designation must be provided to the Human Resources Office or to the supervisor for the personnel file of the employee.

Refer to Appendix:

319A Staff Development Request Assessment & Authorization