



HUMAN RESOURCES MANAGEMENT 15 – Support Staff and Professional Development

Date: August 23, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

Support staff may participate in professional development activities that take place when the support staff member is not scheduled for regular duties.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for administering this Administrative Practice.

3.0 GUIDELINES

- 3.1 Support staff participating in professional development activities that occur outside their normal working hours will not receive any compensation for same, unless they are directed to attend the professional development activity by their principal/supervisor.
- 3.2 If the principal/supervisor directs the support staff member to attend a professional development activity that falls outside the member's normal working hours, the employee shall be compensated according to the provisions of the C.U.P.E. Collective Agreement.

References: *CUPE Collective Agreement*