



## HUMAN RESOURCES MANAGEMENT 16 – Division Staff Development

Date: Aug. 23, 2002

Revised: Dec. 9, 2009

Responsible Administrator: Assoc. Superintendent HR

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### **1.0 RATIONALE**

The Division may desire staff to obtain staff development in order to fulfill the goals and objectives of the Division as outlined in the Board's Education Plan.

### **2.0 PROCESS**

The Superintendent or designate is responsible for administering this Administrative Practice.

### **3.0 GUIDELINES**

- 3.1 The Superintendent or designate will identify a requirement or priority for staff development where Division staff must access in-service in order to train other Division staff. Normally, this should be accessed within the work schedule of the staff involved.
- 3.2 Where the required courses are not available within the staff member's work schedule, a plan for compensating the individual(s) will be developed and approved through Human Resources. Compensation must be in accordance with all statutes and collective agreements that are in effect. The compensation plan must include the source of the funding required for implementation.
- 3.3 The Superintendent will approve the compensation plan prior to implementation.

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References: *Board Policy: E/III/6 Supporting the Growth and Development of Staff*