

## PATHWAYS ABILITIES SOCIETY

### **POLICY: PROFESSIONAL DEVELOPMENT**

**Applies to:** All Personnel and Volunteers

#### **PREAMBLE**

Pathways Abilities Society recognizes the benefits of professional development and encourages such development among its employees and volunteers. Professional development is useful in enhancing the effectiveness of the society's ability to provide quality services to the individuals it serves. Although Pathways Abilities Society, staff and volunteers often engage in independent professional development activities, Pathways Abilities Society also endeavours to provide various professional development provisions as per the collective agreement and staff or volunteers requests.

#### **POLICY**

The following persons will be considered for participation in professional development as designated by the executive director and/or board of directors, permanent employees who have passed their probation, casual employees and volunteers who have been with Pathways for one or more years.

Training events, conferences and professional development opportunities or notices are distributed electronically and/or on printed material to all service areas and forwarded to volunteers for posting and consideration.

Employees may be required to participate in professional development to maintain contracted service requirements. Pathways Abilities Society will adhere to the professional development provisions outlined in the most recent collective agreement.

Employees and volunteers may request to participate in professional development or the person's supervisor/manager may recommend such participation. Participation is at the discretion of the executive director and/or board of directors in consultation with the immediate supervisor.

Professional development activity participation may be based on any activity or form of continuing education that contributes to the enhancement of the skills or the wellbeing of the employee or volunteer and the mission and goals of the society. Participation shall depend upon the merit of the request, the needs of Pathways Abilities Society and the conditions prevailing in the society at the time. Pathways Abilities Society will consider any relevant factor when reviewing a development activity request, including the availability of coverage for other assigned duties, disruption that such participation may create or the funding and the operational needs of the society. Pathways Abilities Society, upon review and approval may pay for professional development costs; however the employee or volunteer may be required to attend on his or her own time.

Employees and volunteers are required to complete the ShareVision Professional Development Request list before and after the professional development event. They must submit the original certificate to their immediate supervisor if one is issued. Persons participating are expected to devote their full energies to the purpose of the activity and may be asked to present their learning to a group of Pathways Abilities Society employees, volunteers or persons receiving service.

Effective/Revision Date

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Board Approval

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