

 BOARD POLICY	Policy Name: Education and Training		Policy Number: 3.14	
	Approval Signature:		Section: Personnel	Page 1 of 3
	Supersedes:			
	Approved by Board: June 23, 2025		Next Review Date: 2027	
	Policy Contact (Position): Executive Director		Name of Responsible Committee: Executive Committee	

EDUCATION AND TRAINING POLICY

1. PURPOSE

The purpose of this policy is to support the ongoing growth and development of employees of the Northern Association of Community Councils Inc. (NACC) by providing opportunities for training and education. This policy outlines the procedures for requesting training, the approval process, funding considerations, and attendance expectations.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

(a) General

- (i) The Association recognizes that well-trained staff is its greatest asset.
- (ii) It is the responsibility of an employee to bring to the attention of the Executive Director any requests for development. Participation shall be discussed between the employee and the Executive Director. The Executive Director may also be of assistance in identifying specific needs or career related possibilities.
- (iii) The Executive Director may grant time for attendance and payment of all or part of the tuition, or a combination thereof.
- (iv) Professional development will be planned as part of the strategic planning and budgeting processes.

- (v) Staff who attend professional development with NACC support are required to demonstrate newly learned skills or knowledge by either providing a report, submitting a certificate, providing a staff in-service training, or any combination of the above. This is negotiated prior to the event with the Executive Director and the employee.

(b) Guidelines

(i) Required Training and Education

Employees may be paid their regular rate of pay or time in lieu and/or registration costs for attending training opportunities at the request of the NACC.

(ii) Employee Requested Training and Education

- (1) All applications for education and training programs are subject to resource availability. Employees must complete their probationary period before training opportunities are approved.
- (2) An application for approval to participate in any training programs or courses shall be submitted to the Supervisor, with a copy to the Executive Director, at least twenty-one (21) working days in advance of the scheduled starting date.
- (3) Funding for programs may be approved if the degree or qualifications would enhance the employee's work orientated skills.
- (4) Employees may be granted time off with pay in order to complete exams.
- (5) When an employee is receiving financial assistance from another source reimbursement from the NACC will be offset accordingly.
- (6) When an employee has completed a course of instruction it is required that the Employee will remain with the NACC for a period of time equal to the time entailed in completing the course/program as scheduled; or complete the return of service agreement as negotiated by the Executive Director.
- (7) Should an employee leave prior to completing the expected service time, they shall refund a prorated amount of the funds provided by NACC.

(iii) Attendance

- (1) Employees who are approved training are expected to attend the entire program. The Executive Director shall be notified of any employee who fails to attend or partially attends training. An employee is defined as a "no show" if they fail to notify their immediate supervisor that they cannot attend 24 hours prior to the start of the training class.
- (2) If an emergency arises and the employee is unable to attend the training program, the employee or the employee's supervisor (if the employee is

unable) must contact the Executive Director to advise of the absence. An emergency is defined as a personal illness/injury, family illness/injury, jury duty, or unpredictable personal family situation requiring the employee's immediate attention, which could not be predicted by the employee prior to registering for the scheduled training.

- (3) Employees must be on time for training courses, and attend the entire training session in order to receive training credit for the course.
- (4) Except as provided for at para (2) above, employees who habitually fail to appear for training will be ineligible for NACC sponsored training courses for a period of six months. A "habitual no-show" is defined as an employee who fails to appear for one or more scheduled mandatory or non-mandatory training courses in a six-month period. If an employee fails to appear for two mandatory courses, the Executive Director has the discretion to disqualify the employee for up to one-year from NACC sponsored training.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025