

Policy & Procedure Manual

REGISTRATION: INTERNAL IN-SERVICE EVENTS – HR-XII-6

POLICY:

Advance notice of in-service events shall be circulated to all work areas.

It shall be the responsibility of the area Supervisor/Manager/Director to register employees, students and volunteers to attend in-service events as required.

PURPOSE:

1. To provide advance notice of and opportunity for scheduling employees, students and volunteers to attend in-service events.
2. To provide advance notice of employee registration to allow for program preparation and special considerations regarding the registrant population.

PROCEDURE:

1. Employees interested in attending in-service events on a specific date/time shall inform their immediate Supervisor/Manager/Director of such interest, one month in advance of the session.
2. Supervisors/Managers/Directors shall review such requests and where feasible, attempt to make provisions for interested employees to attend in-service events as requested.
3. The Supervisor/Manager/Director will dialogue with the employee/student/volunteer, in advance of mandatory certification expiry or mandatory training review date, to ensure the employee/student/volunteer commitment to attend on date(s) that will respect both the agency and the employee/student/volunteer needs.
4. On the posted schedule prior to the event, the Supervisor/Manager/Director will give the Human Resources and Training Advisor the schedules to make sure the employees are scheduled to attend internal training.

5. The Human Resources and Training Advisor will register employees/students/volunteers for the event based on the Supervisor/Manager/Director notice as space allows.
6. A memo noting in-service date, time, place and any other pertinent information will be sent to each registered employee, student or volunteer at least two weeks prior to the in-service. Supervisors/Managers/Directors shall receive a copy of the Registration Confirmation memo and are to notify/alert the Human Resources and Training Advisor of any errors or omissions in staff registration. The presenter will also receive a copy to allow for in-service preparations.
7. Employees, students and volunteers are responsible for notifying their Supervisor/Manager/Director of their inability to attend scheduled in-service events as soon as possible. Presenters will advise the Human Resources and Training Advisor of their inability to present as soon as possible.
8. Supervisors/Managers/Directors shall notify the Human Resources and Training Advisor/Receptionist, as appropriate of any known cancellations or changes to scheduled in-service attendance as soon as possible and advise if a replacement registrant is available/possible.

*Some exceptions may apply (i.e. new hires, programs with low registration).

RECOMMENDED BY: Director, Human Resources **APPENDICES:** 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: June 1994

AUTHORIZED BY: Director, Human Resources **SIGNATURE:** 