

## **4.8 PROFESSIONAL DEVELOPMENT**

### **Policy Overview:**

We believe that employees who work daily with people with disabilities play an essential role in maintaining their quality of life. This is accomplished in part by providing the highest possible standard of professional support. We are therefore committed to increasing the effectiveness and value of all employees by promoting their professional development.

### **Types of Professional Development:**

- Training that is mandatory for a position.
- Training that the employer requests the employees to enroll in.
- Training or education that an employee requests.

### **Mandatory Training:**

Training that is mandatory for a position in BACI will be the employee's responsibility to have and maintain. Such requirements will be identified in job descriptions and job postings. This may include but is not limited to Cardiopulmonary Resuscitation, First Aid, a valid unrestricted Class 4 Driver's License, and Non-Violent Crisis Intervention Training.

### **CPR & First Aid:**

CPR & First Aid are prerequisites for all positions. (They are required by CLBC and Residential Care Regulations). They must be renewed regularly.

To support its employees in maintaining these qualifications, BACI offers refresher courses on a quarterly basis, at no cost to employees.

- As per the new collective agreement, time at CPR or First Aid is without loss of pay. Time spent at a course on a day of rest will be paid at straight time.

### **Class 4 Driver's License:**

As stated in Vehicle Policy, all vehicles must be operated in accordance with the law and by people who are properly licensed to drive them. As a condition of employment, BACI requires any employee who may need to transport individuals receiving supports in a vehicle required by law to be operated by a class 4 unrestricted licensed driver, to hold such a license.

The agency will not be responsible for the cost of obtaining a Class 4 license.

Staff driving vehicles which do not require the operator to hold a class 4 license must have a valid Class 5 Driver's license.

**Employer-Initiated Training:**

When the Association requires a regular employee to attend a course, conference, seminar, or other professional development; that is other than a basic job requirement the employee shall be granted a leave with pay.

The employee will not be required to work their regular shift if the course falls on a day of work, except where the course is shorter than the regular shift. In this instance, the employee may be required to attend a portion of their regular work shift.

Where the course falls on a day of rest, the Supervisor and the employee will schedule the equivalent time off in lieu of the time of the course.

In all of the above situations the employee will submit a green Leave form. When the Association requires a regular employee to attend a course, the employer will bear the full cost of the course.

**Non-Violent Crises Intervention (NVCI):**

NVCI is a requirement for many positions. Where it is required it must be renewed annually. BACI will offer NVCI as an Employer Initiated Training.

**Employee- Initiated Training:**

When an employee wishes to attend a course, conference, seminar, or other professional development program; the employee will submit a request for time off, and a request for reimbursement in advance.

The employer may approve time off **with or without pay**. However, all time off is subject to staff coverage and program requirements. Compensatory time off or vacation may be used. The employer may agree to compensate the employee in whole or in part of the cost of the course.

All approvals must be in advance, and must be in writing.