

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: STAFF DEVELOPMENT-SUPPORT STAFF

<i>PROCEDURE CODE:</i>	<i>524 AP 001</i>
Policy Reference: 524 – Support Staff Training, Development and Evaluation	

GUIDELINES

1. Educational Assistants - A variety of professional development activities will be offered during the year for Educational Assistants.
2. Custodial Staff – A one or two day Custodial Workshop to be held at natural breaks during the school year.
3. Maintenance Department Staff – attendance at job related workshops at the Medicine Hat College and when applicable, workshops and sessions which may be held within Alberta.
4. School-based Clerical Staff – attendance at job-related workshops, which will enhance skills and techniques.
5. Central Office Clerical Staff – attendance at job-related workshops which will enhance skills and techniques.
6. Attendance at first aid and safety specific courses.

PROCEDURE

1. Educational Assistants – A planning committee may develop ongoing professional development opportunities. Other professional development may be considered with the approval of the Principal to the Deputy Superintendent: Human Resources and Secretary Treasurer for financial support.
2. Custodial Staff – The Custodial Supervisor may develop an annual workshop for Custodial staff to be held at a natural break during the school year and shall make application in writing to the Director of Facilities for consideration.
3. Maintenance Staff – Employees may make application, in writing, to attend workshops, to the Director of Facilities for consideration and recommendation.

4. School-based Clerical Staff – Employees shall make application, in writing, to attend out of Division workshops applicable to their area of expertise, first to their respective Principal for consideration and recommendation. If the request is recommended, it shall be forwarded to the Deputy Superintendent: Human Resources and Secretary Treasurer for their approval and financial support.
5. Central Office Clerical Staff – Employees may make application, in writing, to attend workshops applicable to their area of expertise to the Deputy Superintendent: Human Resources and Secretary Treasurer for their approval and financial support.
6. First Aid Courses – Employees shall make application, in writing, to attend first aid courses. The requests from the respective employee groups shall follow the processes identified in procedures 1 through 5 above.

Approved: June 27, 2006

Revised: January 9, 2017

