

24. Professional and Educational Development

(a) Required educational development

The Society may require an employee to attend meetings, conferences, seminars or courses. The Society will pay applicable registration fees, travel, accommodation and meal expenses. Prior approval is required by the Coordinator for all such attendance and related costs. If a conference falls on a day of rest, the employee will get another day off, to be taken within 30 days. First Aid is a requirement of employment and must be done on the employee's time off. The Society will reimburse employees for the cost of Emergency First Aid or its equivalent.

(b) Additional educational development

The Society will provide support to its employees to acquire additional knowledge and skills related to services offered by the Society. Individual supervisors have the responsibility to determine their employees' educational needs and to assist in the development of educational programs.

(c) Training Allowance: Requests for professional or educational assistance will be considered on an individual basis by the Coordinator, subject to budgeting limitations. After one year of continuous employment, permanent employees are eligible to receive \$250.00 per year towards educational courses approved by the Coordinator. If an employee voluntarily registers for a course, Spectrum pays for tuition only. If an employee's supervisor requires that an employee register for a course, Spectrum pays the tuition and pays the hours worked at the employee's regular rate of pay. To apply for a training allowance, contact hr@spectrumsociety.org with the name of the course, the cost of the course and the reason you think it will help your professional development.