

# ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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*Section* PERSONNEL

*Policy Name* NON-INSTRUCTIONAL EMPLOYEE TRAINING

703

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March 12, 1999

*Reviewed:* January 30, 2012  
October 17, 2006

*Review By:* December 2022  
~~December 2017~~

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## ***POLICY***

The Superior-Greenstone District School Board recognizes the value of encouraging and assisting non-instructional employees in suitable job-related training in support of the educational process in its schools.

## ***PROCEDURES***

### **1.0 Needs Assessment**

The Board's supervisory staff shall have responsibility to identify the training needs of non-teaching staff.

### **2.0 Access**

#### **2.1 Board-Directed**

When the Board requests an employee to take specific job-related training, all of the costs will be borne by the Board.

#### **2.2 Self-Directed**

Non-teaching staff wishing to access particular training may make written application to their immediate supervisor outlining the training proposed, all details re cost and financial support, if any, requested.

#### **2.3 Approvals**

Only senior administrative staff shall have authority to authorize in-service training for non-teaching staff.

### **3.0 Funding**

#### **3.1 Budget Constraints**

All in-service training is subject to the constraints of budget.

#### **3.2 Level of Support**

Each activity will be separately assessed as to the level of support that can be provided.

### **4.0 In-Service**

#### **4.1 Board-Provided**

In some instances the in-service training will be provided within the Board's jurisdiction and organized and funded by the Board for all employees in a certain defined group.

4.2 Third Party Provided

In some instances the in-service training will be provided by an external agency or group. The level of participation for Board employees will be as determined by the appropriate senior administrator.

4.3 Conferences & Workshops

Activities provided beyond the boundaries of the Board by a third party will be considered but will involve limited participation when distances and costs are involved. Generally, this is not the preferred method for IN-service delivery.