



Policy

Policy #:
POL618

Title: Professional Development & Memberships

Section: Human Resources

Approved Date:
April 16, 2013

Revised

Associated Documents: TSP618 – Professional Development & Memberships Procedure; TSP618A – Professional Development Request Form

1. Student Transportation of Eastern Ontario (STEO) is committed to ensuring continued professional development and training for staff to support STEO's success.
2. Employees are encouraged to bring forward development opportunities to advance their education in areas that are: directly related to their current responsibilities, relevant to their professional growth plan, contribute to STEO's succession planning, or that are in an identified skill shortage area that supports the work of STEO.
3. STEO will reimburse fees, for successful completion of pre-approved professional development activities, subject to the General Manager/Chief Administrative Officer's (GM/CAO's) approval in accordance with employee development plans and STEO's budget.
4. Employees are expected to participate in workshops, educational upgrades and conferences that directly impact their job. Approval will be given by the GM/CAO.
5. Employees will be reimbursed for membership fees paid to professional associations where membership is a requirement of the job or directly related to the employee's job duties.