



Archdiocese of Regina
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POLICY

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Policy Name:	Professional Development Requests	Number:	S3-12
Policy Type:	Conditions of Employment	Date Approved:	February 2016
References:		Date Revised:	February 2019

Policy Statement:

The Archdiocese of Regina believes that staff development is an on-going process that involves and benefits everyone who influences parish life and the pastoral plan. The aim of staff development is to promote optimal conditions for everyone within the framework of the Archdiocese's mission, belief statements and strategic plan.

Excellence occurs through a commitment to continual growth, accessible by all employees, resulting in acquisition of new knowledge, skills, and attitudes that effect desired outcomes.

Intent:

Effective staff development places emphasis on three levels:

1. Individual Level
2. Department/Parish Level
3. Archdiocesan Level

Application:

The Archdiocese is committed to a systematic and comprehensive staff development program for its staff and clergy through established funds and other budgetary provisions. The Archdiocese endorses, supports and encourages staff development in many forms including, but not limited to professional reading, collaboration, workshops, mentoring, inquiry, guest speakers, networks, institutes and professional course work, *as well as post-secondary educational courses.*

It is expected that all employees will participate in staff development activities. These activities may include professional reading, institutes, workshops, courses, conferences and seminars, professional exchange seminars or *post-secondary* classes.

Procedure:

- a) It is the responsibility of each staff member to pursue his/her own professional growth plan to foster continual learning and growth.
- b) It is the responsibility of the supervisor, in collaboration with staff, to plan staff development that aligns with the Archdiocese's mission belief statements and pastoral plan.

- c) It is the responsibility of the supervisor to share information on upcoming educational opportunities and to support staff in their endeavours to attend such opportunities.
- d) Prior to attending an educational opportunity, staff must receive permission from their immediate supervisor. (Appendix Ia)
- e) *Prior to attending a Post-Secondary course/class, staff must receive permission from their immediate supervisor.*
 - i. *The Post-Secondary institution must be approved by the employer and reflect the philosophy of the employer.*
 - ii. *The Post-Secondary Institution must be one recognized/or deemed suitable by the employer.*
 - iii. *Paid work time will not be provided.*
 - iv. *Applicant must complete the appropriate application (Appendix Ib)*
- f) Once permission is received, staff is required to handle all logistics in attending the educational opportunity.
- g) Upon return, staff may be requested to share the information acquired with other employees. This may be in written or oral form.