

POLICY 8.38 - Training

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

- 1.00 The parties recognize the benefits of a well-trained work force and acknowledge the organizational and individual benefits to be obtained through staff training. Therefore, UWO shall provide training opportunities to employees through Human Resources.
- 2.00 An employee wishing to obtain training through Human Resources shall make such a request to the Supervisor and/or Budget Unit Head (or designate). The Supervisor or Budget Unit Head (or designate) shall grant or deny the request at his/her own discretion, which discretion shall be reasonably exercised. Departmental operating requirements shall be the major consideration in deciding whether to grant a request.
- 3.00 If the training through Human Resources is work-related, an employee whose request for training has been granted is entitled to reasonable time off work with pay for such training. In such case, the cost of the training shall be paid for by the unit. If the training is not work-related, an employee whose request has been granted, shall not be entitled to time off with pay, unless the Supervisor and/or Budget Unit Head (or designate), agrees otherwise. In this latter case, the unit shall decide whether to pay for the training at its own discretion.