



Northlands College Policy Annual Staff In-Service

POLICY STATEMENT

Northlands College will host an annual Staff In-service for all staff once per year. In extenuating circumstances, the President & CEO can determine an In-service not be held if it is in the best interest of the college.

GUIDELINES

1. Staff In-service is mandatory for all staff. Any request for non-attendance must be made in writing to the appropriate Director.
 - 1.1 Programs (including those of short duration) should accommodate staff attendance.
2. The Staff In-service should be led by management.
3. The Staff In-service should focus on professional and personal development for all levels of staff.

PROCEDURES

1. All staff will be expected to attend the In-service unless approved by the Director in consultation with the President & CEO.
2. Management will establish an in-service committee including at least one representative from each of the campuses, to plan and organize the In-service.
3. An In-Service Committee shall ensure that there is a range of professional and personal development activities to accommodate the various categories of staff.
4. An In-service typically includes time allotted for the following:
 - Board and President & CEO welcome
 - focus groups (committee to survey staff to determine group composition)
 - up to 2 hours for a union meeting
 - long service awards

Policy Originated: June 1990	Approved by: President & CEO
Last Approved: January 2018	Signature: 