



Procedure Statement:

The Flower Cart is committed to ensuring that staff receives all necessary training requirements needed to successfully perform their responsibilities as deemed by the government and by The Flower Cart.

Definitions:

Core competencies – knowledge, ability, or skills in a specific subject area or skill set that is needed to be successful in the job

Procedure:

Training will be identified by:

1. Core Competencies – DCS
 - a. First Aid
 - b. Fire & Life Safety
 - c. Medication Awareness
 - d. NVC
 - e. Non-Aversive Behavioural Supports
 - f. Personal Care
 - g. IP
2. The Flower Cart Requirements
 - a. Safe Food Handling
 - b. Ethics
 - c. OHS - Safety Accountability
 - d. OHS - Internal Responsibility System
3. Organizational Professional Development
4. Individual Professional Development – identified by staff and/or supervisor

Each year an amount will be budgeted for training. There will be three layers:

1. Core competencies that are needed
2. Group professional development
3. Individual employee accounts

As training offers are received through external channels, the HR Department will send out relevant opportunities via email to Supervisors.

If training is identified by staff, they will send it to their supervisor for approval. The supervisor will send it to HR for budget approval, registration, and payment.

At the successful conclusion of training, the participant must submit a certificate to HR to be recorded in their file. If information, such as handouts, PowerPoints, etc., were received they need to be submitted to HR to be put in the Resource Library folder on the server.



HR will notify supervisors as opportunities come up.

Meals

- a) With prior approval of HR, lunch is paid for training outside of the workplace that is a full workday in length.
- b) Upon presentation of receipts, meals are reimbursed at the per diem meal rate.
- c) As of May 9, 2006, the per diem meal rate is a maximum of \$40.00 per day, based on the following individual meal rates (A meal is paid if it is within the training period time (i.e. 9am-4pm lunch paid; 1pm-10pm supper paid; breakfast paid if you are required to stay overnight):
 - a. Breakfast \$8.00
 - b. Lunch \$12.00
 - c. Supper \$20.00
- d) The maximum reimbursement for the cost of an individual meal is the individual meal rate outlined in the per diem meal rate in section c) above.
- e) The cost of alcoholic beverages is not reimbursed

Related Information:

Contact:

Human Resources Department

Roles and Responsibilities:

HR Department

- Ensure that all employees have the required core competencies and The Flower Cart requirements. HR will keep track of expiry dates of core comps and The Flower Cart requirements.
- A training report will be located in each employee's Benefits Sheets folder on the server. HR will maintain the spreadsheets and will ensure up-to-date information.

Supervisors

- Notify staff of training opportunities
- Ensure that core competencies and required certificates are current.
- Assist employees in their career development path.

Employees

- Maintain current certificates as required by the government and The Flower Cart.
- Develop a career path.
- Submit a copy of training certificate received to HR.

Revision History:

Revised: March 1998, February 2002, March 2002, November 2003, May 2012, March 2014, July 2016