

CALGARY FAMILY SERVICES

POLICY STATEMENT

Section: Human Resources
(Staff Development)

Policy Number: HR - 22

The Society strives to provide employees with training and development opportunities while planning within its financial limitations.

All new employees will attend an orientation session that includes information regarding payroll, benefits and general office administration.

Each new employee will also receive an orientation session with their Supervisor that includes specific program information and the general practices and procedures of the agency. This may include mentoring from another employee in the department.

An annual training and development plan is developed for each program area in collaboration with the Manager of Human Resources, Program Directors and supervisory staff.

Related Legislation:

Related Policy and/or Procedure:

Chief Executive Officer's Authorization: _____ Date: _____

Board of Directors' Approval: Chair: _____ Date: _____

Revised: January 2006