



402.15AP Non-certificated Trained Status

ADOPTED: 2013.06.19
AMENDED: 2015.10.21
REVIEWED: 2015.10.05

PROCEDURES:

1. Where a non-certificated employee has completed a minimum of one year post-secondary training in an area of study relevant to their current job description, they may make application for "trained" status for payroll purposes.
2. Applications for "trained" status will be made in writing by the employee to the Assistant Superintendent of Human Resources and accompanied by supporting post-secondary transcripts, Support Staff Record of Professional Development, and relevant certificates of completion.
3. To qualify for "trained" status, an employee must demonstrate one of the following sets of criteria:
 - a. Successful completion of a minimum of one year post-secondary training in an area of study relevant to the employee's current job description. A full-year of post-secondary training will be defined as 30 course credits or 300 hours of instruction. Only post-secondary training determined to contribute to the employee's ability to perform their duties will qualify for "trained" status.

Or

 - b. Successful completion of a minimum of 300 hours of professional development relevant to the employees' current job description. Acceptable professional development may include Support Staff Conference sessions, seminars, and workshops. Evidence of professional learning shall be provided using *Support Staff Record of Professional Development (Exhibit 1)* and accompanying certificates, where possible. Professional Development that cannot be validated through proof of a certificate shall be validated by the school principal or supervisor. In order to qualify for trained status under this criteria, the employee must have a current evaluation demonstrating that they are consistently meeting all standards.
4. Upon reviewing the employee's application and supporting documentation, the Assistant Superintendent of Human Resources will make the determination of the employee's qualification for trained status.

5. Where approved, “trained” status will be applied for payroll purposes on the first day of the month following such approval, and no retroactivity will be applied.
6. Payment of wages for employees certified as “trained” will be consistent with the wage schedule within the Collective Agreement between the Employer and The Union.
7. Employees previously approved as trained will not have their status changed as a result of this procedure.