



EMPLOYEE TRAINING POLICY

Procedure Type:	Institutional	Initially Approved:	January 10, 2017
Procedure Sponsor:	Vice President Administration	Last Revised:	December 8, 2020
Administrative Responsibility:	Human Resources	Review Scheduled:	December 2025
Approver:	President and CEO		

A. PURPOSE

The Alberta University of the Arts ("AUArts") is committed to ensuring all employees are appropriately trained to enable them to do their jobs safely and effectively.

This procedure applies to all AUArts employees.

B. PRINCIPLES

1. AUArts shall establish a culture of compliance with statutory and best practice training requirements.
2. AUArts is committed to establishing an environment where employees are confident in safe, legally compliant, and effective ways to complete their job duties.
3. AUArts will maintain an awareness of training requirements and regularly review and update the training requirements for new and existing employees.

C. RESPONSIBILITIES

Employees: Take responsibility for managing their training needs and are expected to complete all mandatory training within the designated time periods.

Human Resources: Assign mandatory training based on the employee training group identified upon commencement of new hire. Training group checklists can be found on Infolab to identify which mandatory training will be assigned to which group of employees. HR provides support to managers and employees by tracking and reporting on completed and outstanding mandatory training requirements.

Managers: Ensure employees complete mandatory training within established timelines, and prompt Human Resources to assign courses to employees as necessary.

Other: In addition to the training HR will automatically assign, AUArts departments/employees have additional specific responsibilities when mandatory training is required for employees in their area as per Table 1.0 below.

Please note the assessment of training needs for contractors, such as visiting artists, is the responsibility of the AUARTS signing authority who enacts the contract. Human Resources must be notified if job hazards or duties of the contractor require mandatory training.

D. TABLE 1.0

Training Group	Manager/ Chair	Office of Research + AU Artseminic Affairs - through the Lead Educational Art Technician or designee	Continuing Education - through the Program Developer or designee
Administration, Library, Operations 1, Operations 2			
Permanent/ LTA Faculty	Notifies HR if job hazards or duties require additional mandatory training, e.g. heat stress		
Sessional / Adjunct Faculty	Notifies HR if job hazards or duties require additional mandatory training, e.g. heat stress		
Continuing Education Staff			Notifies HR if job hazards or duties require additional mandatory training, e.g. for casual/ student employees
Continuing Education Instructors			Notifies HR if job hazards or duties require additional mandatory training, e.g. heat stress, fire extinguisher
Educational Art Technicians		Notifies HR if job hazards or duties require additional mandatory training e.g. heat stress	

Casual - Studio Assistants / Student Studio Assistants		Notifies HR when an hourly paid studio assistant commences employment and training needs to be assigned	
Casual/Student - IKG		Notifies HR when an IKG casual commences employment and training needs to be assigned	
Casual/Student - Other	Notifies HR when job hazards or duties of a casual require training to be assigned, e.g. OH&S, Ladder Safety, FOIP, etc.		

E. POLICY STATEMENT

1. Upon employment commencement, New Hire employees will be assigned a training group, as per Table 1.0, based on their job duties and the potential hazards associated with those job duties.
2. Human Resources will assign each employee a cohort of mandatory training modules based on their training group. Human Resources and/ or Management may also exercise discretion and assign additional mandatory training as and when required.
3. Employees are required to complete all mandatory training within the timeframe prescribed by Human Resources.
4. Employees shall recertify all role -specific courses every three (3) years. Management and/or the Health and Safety Officer may require teams or individuals to recertify core and/or role specific courses more frequently as deemed appropriate.
5. Human Resources will track training completion and follow up with employees and managers when training requirements are not met. Appropriate sanctions may be applied at Management's discretion subject to any applicable AUArts policies, procedures and / or collective agreements.
6. Existing employees will be required to complete the mandatory training assigned to their respective training group, and may also be required to periodically 'catch -up' with updates in mandatory training courses within a timeframe prescribed by Human Resources.

F. DEFINITIONS

New Hire: Regular, permanent, limited term, sessional, and temporary employees who commence employment with AC D for the first time.

Existing Employees: Regular, permanent, limited term, sessional, or temporary employees who are currently employed at AUARTS, including those who have been re-hired.

Mandatory Training: All training that is assigned by management as a requirement for the safe, compliant, and effective completion of job duties.

G. RELATED LEGISLATION

- Freedom of Information and Protection of Privacy Act
- Alberta Human Rights Act

H. RELATED DOCUMENTS

- AUArts Code of Conduct Procedure
- Collective Agreement between the Board of Governors of the Alberta College of Art and Design and the Alberta College of Art and Design Faculty Association
- Collective Agreement between the Board of Governors and the Alberta College of Art and Design and Alberta Union of Provincial Employees Local 071/ 006
- Occupational Health and Safety Act and Regulation

I. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)