



## HUMAN RESOURCE POLICY

### 7.0 EMPLOYEE DEVELOPMENT

#### 7.02 LEARNING AND DEVELOPMENT POLICY

##### **Purpose**

To provide opportunity for the Information and Privacy Commissioner (IPC) employees to enhance their knowledge, skills and abilities in areas identified by the Commissioner as critical to existing or future needs.

##### **Application**

This policy applies to all IPC employees

##### **Policy**

The IPC acknowledges the importance of learning and development for all levels of employees and recognizes that learning is mutually beneficial to both the employer and the employee.

The IPC's primary focus on Learning and Development, as approved by the Commissioner, will be on developing knowledge, skills and competencies which will assist the IPC in carrying out its mandate, including the following: access to information and protection of privacy; IT skills; negotiation, conflict resolution, and communication skills; human resource and interpersonal skills; information security and records management; and general administration, financial and/or accounting skills.

The IPC is most interested in providing learning opportunities for employees doing their current job or a future job in the IPC.

All permanent employees in the position of Analyst and Intake Officer are required to complete the five course IAPP Certificate program within three years of obtaining permanent status with the IPC. Staff in other positions will be encouraged to take this program as well but it is not a condition of their employment. Employees taking this program will be allowed four hours per week to work on the course assignments. This is the only program where time at work will be provided.

All permanent employees will be encouraged to take the Critical Conversations two day workshop.

Tuition fees for the IAPP program and Critical Conversations two day workshop will be reimbursed by the IPC. Tuition fees for other training programs may be fully or partially reimbursed subject to Commissioner approval in accordance with policy 7.03 Tuition and Book Reimbursement.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Sources:**

Legislative Assembly Service Human Resource Policy 7.2