

## POLICY 8.27 – Training

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Training

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

*[Amalgamates the pre-existing MAPP 8.38 – Training and  
MAPP 8.12 Technological Change]*

**Supersedes:** (NEW)

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### I. PURPOSE

This policy outlines opportunities for learning and development for Select Administrative Group Employees (SAGE) members at Western.

### II. DEFINITIONS

**“Technological change”** means a significant development in technology and/or equipment which, when introduced into the workplace, has a significant impact on the working conditions of those employees directly affected by it.

### III. POLICY

- 1.00 Western and SAGE recognize the benefits and importance of a well-trained work force and acknowledge the organizational and individual benefits to be obtained through learning, staff development and training. Therefore, Western shall provide training opportunities to employees through Human Resources.
- 2.00 A SAGE member wishing to obtain training or staff development through Human Resources shall make such a request to his/her Supervisor and/or Budget Unit Head (or designate). The Supervisor or Budget Unit Head (or designate) shall grant or deny the request at his/her own discretion, which discretion shall be exercised reasonably. Unit operating requirements shall be the major consideration in deciding whether to grant a request.
- 3.00 If the staff development or training through Human Resources is work-related, a SAGE member whose request for training has been granted is entitled to reasonable time off work with pay for such training. In that case, the cost of the training shall be paid for by the unit. If

the training is not work-related, a SAGE member whose request has been granted shall not be entitled to time off with pay, unless the Supervisor and/or Budget Unit Head (or designate), determines otherwise. In the case of training that is not work-related, the unit shall, in its sole discretion, decide whether to pay for the training.

*Technological Change*

- 4.00 SAGE members whose work is directly affected by technological change will be given the opportunity to receive the training, determined by Western, required to perform the new and/or revised duties.
- 5.00 SAGE members who are required to be retrained due to technological change will not suffer a loss of compensation during the training period. Time spent on training during the normal work week under Clause 4.00 shall be treated as time worked. If Western does not schedule the required training during the normal work week, time spent on the requisite training sessions, as approved by Western, will be compensated at the regular rate of pay or equivalent straight time off.