



## CULTURAL EVENTS TRAINING POLICY

### 1. Purpose:

Nipissing First Nation believes in the development of our workforce, both to enhance employee engagement and commitment to Nipissing First Nation as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables Nipissing First Nation to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into Nipissing First Nation's overall Work Plan.

### 2. Definition:

**Cultural Events Training** - Is "in-house" workshops and training such as Cultural Ceremonies, Language Retention Events, Cultural Teachings or formal course to update and enhance the Cultural knowledge necessary to make a continuing contribution to the work of Nipissing First Nation in current and future roles.

### 3. Responsibilities:

#### a. Department Managers

Create and foster an environment that facilitates and enhances the language retention and cultural knowledge of employees:

- In their annual plans, in consultation with staff, identifying as clearly and realistically as possible their staffing requirements, as well as needs for employees Language Retention and Cultural Knowledge initiatives, based on agreed upon objectives.

#### b. Employees

Take the primary responsibility for managing their Language Retention and Cultural Knowledge by:

- Examining current areas for further development.
- Seeking opportunities for ongoing cultural enhancement.
- Taking advantage of relevant training.
- Contributing to the department/division's annual planning process.

#### **4. Approval Process:**

For all Cultural and Language events, employees approval will be based on the following:

- a. Amount of events the employee has participated in;
- b. Managers ability to maintain adequate departmental staffing requirements
- c. All employees who are requesting to participate in any Cultural or Language event will complete the Conference/Workshop Attendance form in consultation with their manager. Detailed descriptions of course content and requirements should be attached to the application.
- d. Approval for participation must be obtained prior to committing to the event.
- e. Prior to approval for participation in any Cultural or Language event or conference, the employee must consider other factors such as departmental needs for adequate staffing, the need for attending the cultural event.
- f. The maximum Cultural or Language Events an employee can attend during the year from April 1<sup>st</sup> to March 31<sup>st</sup> is 4 days. Once an employee uses up their allowable 4 days, the employee must use their own Accumulated Time or Annual Leave as prescribed in the Nipissing First Nation Attendance Management Policy.
- g. Should an event run past normal working hours of Nipissing First Nation, the employee shall not submit any overtime requests.

Approved this 24<sup>th</sup> day of January, 2012.