

VIC JUBA COMMUNITY THEATRE POLICY

Title: Employee Development

Effective: August 24, 2004

Revised: November 23, 2015



1. PURPOSE

- 1.1 It is the policy of Vic Juba Community Theatre to carry out a continuing program of training and development for its employees to improve their skills, improve morale, and ensure maximum efficiency in the performance of functions, duties and responsibilities.

2. PROGRAM

- 2.1 The General Manager, in consultation with the Board, should identify developmental areas for the employees. Employees are also encouraged to openly discuss their training needs with the General Manager.
- 2.2 Employee development programs may come in various forms such as:
- a. On-the-job training (OJT) and/or job shadowing where an employee acquires knowledge and skills by doing the job itself under the direction and instruction of another employee.
 - b. In-house training program designed and conducted for employees whose instructive needs have been identified prior to actual training.
 - c. Performance evaluation/appraisal, which systematically determines the employee's job dimensions needing improvement and upgrading.
 - d. Attendance in external seminars or workshops for specific or specialized training as immediate superior may see fit.
- 2.3 All expenses incurred must be pre-approved and are subject to budgetary guidelines.