

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: HR-08
POLICY NAME: Employee Training and Development Policy			
DATE: Oct 2009	REV. DATE: May 2021	APPROVED BY: Council	PAGE #: 1 of 1

PURPOSE

1. To support continuous learning and organizational effectiveness through personal and professional development.
2. To ensure that staff have the opportunity to keep up to date on changing municipal legislation and requirements including best practises and industry advancements.

POLICY

1. Training or educational programs that will enhance personal or professional development may be identified by an employee or their manager.
2. Employees are encouraged to take advantage of all learning opportunities and will be reimbursed the fees for pre-approved programs.
3. To be eligible for reimbursement, the proposed training program must:
 - be related to an employee’s position, unless it is a prerequisite for a degree, diploma or certificate for a program of study that is related to an employee’s position;
 - help an employee prepare for new opportunities or increase understanding of their current position within the municipality;
 - although not specifically related to an employee’s position, enhance their overall knowledge and skills in a way that will benefit the municipality.
4. Approval for any training programs must be obtained, at least 15 days in advance of the course commencement.
 - Employees will be reimbursed for a pre-approved program after receipts and proof of satisfactory completion have been provided. Employees must complete Appendix A “Training Reimbursement Requisition” to receive reimbursement.
 - If an employee resigns from their employment, they must reimburse the municipality for any amounts paid for training and development. This does not apply to courses that employees are directly instructed to enrol in.
 - The repayment schedule for repayment following a voluntary resignation is as follows:

<i>Period between Date of Course and Resignation</i>	<i>Pro-rated Repayment Obligation</i>
Up to and including 12 months	100%