



Policy Type: Human Resources

Policy #: HR-500-04

Approved by Council on: June 25, 2018

Human Resources – Training and Development

Policy

The Town assists employees in upgrading their knowledge and skills, to enable them to better perform the functions of their current jobs, and to develop themselves for future employment opportunities.

Objective

To assist Town employees in the upgrading of skills, knowledge, and qualifications in order to increase job performance and potential for assuming increased responsibilities.

Procedure

Corporate Training Programs

Courses sponsored by Human Resources and other Town departments are normally offered at no cost to employees. All employees, whether full-time or part-time, may be eligible to attend training programs with the approval of their supervisor.

All employees are required to attend mandatory training which is provided as the result of legislation.

External Training Programs

External staff training opportunities, in the form of seminars, workshops, and conferences, that are applicable to the position, are normally available to Town employees through departmental training budgets. Employees must apply through their supervisor for approval to attend external training programs. Managers will review the budget to ensure that there are enough funds to support the cost of the external training requested. Not all requests can be approved due to budget and time away from the job required to attend these external training opportunities.

During annual performance reviews training opportunities should be discussed so that they can be included in the budget if they are supported by the manager.



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Human Resources – Training and Development cont'd

If an approved request for training is initiated by an employee, upon successful completion of the approved training, submission of receipts, and proof of completion, the employee will be reimbursed. If a request for training initiated by the employee is approved and the cost of the training program exceeds \$5,000, the employee must reimburse half of the amount paid by the Town if they leave the employ of the Town within two (2) years following completion of the program. Time away from work to attend college or university program courses, will require the employee to use vacation or in-lieu time.

External staff training is normally available to employees who have completed their probationary period, however final approval remains at the discretion of the Department Head.

The CAO will review with the Councillor responsible for the Human Resources portfolio, a listing of employee professional development each year.