



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Human Resources	<b>Section</b>	Employee Conduct		
<b>Title</b>	Apprenticeship Program Policy (Present Employees)	<b>Policy Number</b>	10-01-08	<b>Authority</b>	Council
<b>Approval Date</b>	01 Nov 83	<b>Effective Date</b>	01 Nov 83	<b>Revision Date</b>	

**Purpose:**

The purpose of this procedure is to state the City's Apprenticeship Program Policy for present employees.

**Reference:**

Minute P-564 (Nov. 1/83)

**Detailed Action Required:**

1. Present employees who have participated in the Apprenticeship Program, at any stage, must first make a written request to the Supervisor, for permission to commence and/or continue a period of training.
2. The Supervisor will forward the request, with comments, to the Department Head concerned.
3. The Department Head will determine if a need for training in the classification exists, and if so, will forward recommendations to the Chief Administrative Officer and a copy to the Human Resources Officer.
4. Following approval by the Chief Administrative Officer, the following guidelines will apply:
  - a. A Contract of Apprenticeship will be forwarded to Council for approval. The required execution of the contract document will take place, following Council approval.
  - b. The Apprentice will be granted, upon request, a temporary lay-off, equivalent to the out of town training period.
  - c. Upon the successful completion of the 6 week training period and after income receipts have been presented to the City, the employee will receive a bonus, not to exceed the NET INCOME lost during the out of town training period.
5. Council shall not be obligated to effect a promotion after a certification has been granted to an Apprentice, but would expect the Apprentice to remain in the employ of the City, if required, for a period of one year.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the City of Corner Brook.

  
 MAYOR

  
 CITY CLERK