



CITY OF CORNER BROOK

Policy Statement

| | | | | | |
|----------------------|---------------------------------|-----------------------|--|----------------------|---------|
| Index | Human Resources | Section | Vacations, Holidays, Employee Leave, and Education | | |
| Title | Employee Training & Development | Policy Number | 10-01-07 | Authority | Council |
| Approval Date | 26 May 99 | Effective Date | 26 May 99 | Revision Date | |

Purpose:

The objectives of this policy are to:

- a. ensure the continued growth in skills and abilities of municipal employees so as to ensure the delivery of high quality municipal services to the citizens of Corner Brook in the most efficient and economical manner possible.
- b. provide a consistent and equitable method of meeting the training, development and professional needs of employees in accordance with municipal requirements.

Policy Statement:

1.0 RESPONSIBILITIES

1.1 The Council (or its designated committee will):

- a. review, amend and adopt changes to this policy.
- b. approve employee participation in training and development programs for the Chief Administrative Officer, where appropriate.

1.2 The Chief Administrative Officer (or designate) will:

- a. ensure that proper records are established and kept up-to-date with respect to participation in training\educational activities.
- b. monitor the effectiveness of training, educational and professional development programs.
- c. recommend changes to this policy where considered appropriate.
- d. assist the Director in the development and implementation of a planned approach to their department training activities.
- e. approve and recommend the participation of Directors in specific training programs or activities.
- f. ensure that city employees are kept up to date on technological changes and receive the required training in their profession.

1.3 Directors will:

- a. ensure that funds are allocated in departmental budgets to ensure that municipal employees within their respective departments can take advantage of various training opportunities which will benefit the department and organization in general.
- b. ensure that programs provide employees with the necessary skills to meet current and future job demands.
- c. assist the Chief Administrative Officer in monitoring the effectiveness of the training, education and professional development programs participated in by the employees.
- d. ensure that all training and professional development courses taken are recorded in the employee's personnel file.
- e. identify and emphasize the ongoing need for staff development and training.
- f. recommend appropriate changes in this policy to the Chief Administrative Officer.
- g. regularly discuss training and development opportunities with other Directors and staff.
- h. evaluate employee applications for training to determine if the desired course is job-related and either approve or not approve funding and/or time off.

1.4 All employees will:

- a. make productive use of the on-the-job training and staff development opportunities available.
- b. take personal responsibility and initiative for their professional development.
- c. complete an application for training and forward it to the Human Resources Office at least two weeks prior to the commencement of the course desired.
- d. upon successful completion of any educational course, forward a copy of the results and any diploma or certificate acquired to the Human Resources Office.

2.0 **GENERAL PROCEDURE**

2.1 City employees may either:

- a. be requested to participate in training courses.
- b. request to participate in training courses with or without assistance from the City.

2.2 Should the employee be requested to participate in any given training course the City will:

- a. notify the employee as far in advance as possible of the upcoming training.
- b. forward all relevant information on the course, to the employee.
- c. pay a minimum of 80% of the total cost of registration and course materials prior to commencement of the course. Upon successful completion of the course, after receiving a copy of the results, the City will reimburse the remaining portion of the cost, if any, to the employee.
- d. pay the employee's regular salary if the training course takes place during regular working hours. The employee would not be compensated for time needed to attend any training course outside of the individual's normal daily working hours unless otherwise agreed to.
- e. consider, on an individual basis, compensating the employee should the training course take place on the employee's scheduled day off. This compensation can be of a monetary nature or in the form of equal time on a later date. In any event, the employee would not suffer any reduction in his/her normal basic pay as a result of this training.
- f. notify the employee's union (if applicable).

2.3 Should the employee request to participate in any job related training or development course the City will:

- a. receive from the employee a completed application for training and forward it to the appropriate Director, who will in consultation with the Human Resources Officer either approve or deny the request.

- b. if approved, consider on an individual basis, paying a minimum of 80% of the total cost of registration and course material prior to the commencement of the course, or pay a maximum of 80% of the total cost of registration and course material upon successful completion of the course. There shall be no compensation for time required outside the individual's normal daily hours of work or for time required on scheduled days off. The employee would neither receive an increase nor decrease in his/her normal basic pay as a result of this training.
- c. All such training, as requested by the employee, is expected to take place outside of normal work hours and without additional compensation to the employee. However, consideration may be given to requests from an employee to attend training during normal work hours with the understanding that all time away from work to attend such training will be worked at a later date as deemed appropriate by the Director. Such requests must be made in writing to the Director. The employee may be required to provide a course schedule and keep a log of the time needed to be away from the job. Approval shall only be given where the Director is satisfied that the arrangements will have no negative impact on the work environment.
- d. notify the employee's union (if applicable).

2.4 Within each relevant department/work area the employer shall post information on any specific training courses and experimental programs directly related to the qualifications of a specific classification within that area and for which employees in that department/work area may be selected. The posting shall contain the following information: type of course (subjects and material to be covered), time, duration and location of course, basic minimum qualifications required of applicants. This posting shall be posted for two weeks on appropriate bulletin boards to afford all interested employees an opportunity to apply for such training. It is understood that the City retains sole discretion over what training courses may be offered.

2.5 Training will first be offered to those permanent employees actively working in the relevant classification for which the training will be most beneficial.

2.6 An employee who is requested to participate in a training course and declines without good reason, shall not be eligible in future to be awarded a vacancy in a position requiring that training until he/she has taken such training. The individual will then be required to bear all costs associated with this training.

2.7 Any employee who participates in a City funded training program and/or receives any financial assistance or subsidy from the City to attend any training program and then willingly leaves the employment of the City of Corner Brook within a two-year period after the completion of that course, or who doesn't apply for or accept a position for which the training was required/intended, without acceptable reason to the City, shall reimburse the City for all costs that were incurred by the City arising from this training.

2.8 APPLICATION

All employees who are applying for assistance in training and development courses will complete the "Application for Training\Development" form. A detailed description of course content and requirements should be attached to the application.

2.9 CRITERIA FOR APPROVAL

Approval for participation, where financial assistance or time off is being requested of the City, must be obtained prior to enrolment in the program. Approval and authorization for assistance shall be granted in accordance with the following criteria:

- a. the Director determines that the requested training or development course will provide the employee with the necessary skills to meet current and future job demands that will benefit the City's operation.
- b. if time off is requested, sufficient staff will remain at the job site to ensure that work can be carried out in an acceptable manner.
- c. cost of training must be within acceptable limits of the training budget.
- d. should two or more people from the same department request to take the same training or development course, the Director shall determine who, if anyone, will receive assistance from the

City based on the qualifications of the applicants and how much the course is job-related to each applicant.

3.0 TRAINING REQUIRING LEAVE OF ABSENCE

- 3.1 Any application for a training or development course which requires a leave of absence must be in a field directly related to the current responsibilities of the employee or of the City.
- 3.2 Any employee requiring a leave of absence to attend a training or development course must apply in writing for such leave at least one month in advance of the start date of the requested leave.

Appendix A - Application for Leave

Reference:

Approved: 99-51(2) - 26 May 1999
CPS99-29(A) - 27 April 1999

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


MAYOR


CITY CLERK