



CITY OF CORNER BROOK

Policy Statement

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

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.

[Redacted Signature]
MAYOR

[Redacted Signature]
CITY CLERK