

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	74
Section:	Human Resources	Issued:	September 8, 2015
Subject:	Training and Development Policy	Effective:	September 8, 2015
Council Resolution # and Date:	Council Resolution No. 0455 of September 8, 2015	Page:	1 of 9
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Issued by:	Steve Brown, Director of Corporate Services	Dated:	
Approved by:	Steve Brown, Director of Corporate Services		

1 POLICY

- 1.01 The City of Prince Albert recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The City supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the City.

2 PURPOSE

- 2.01 The purpose of the policy is to:
- (a) Attract and retain competent employees who are concerned with their personal development and are interested in building a rewarding career with the City of Prince Albert.
 - (b) Provide training and development as it relates to individual and organizational needs, requirements and objectives, on an equitable and consistent basis.
 - (c) Help enrich the work experience of municipal employees by allowing greater satisfaction and preparation for assuming increased responsibility.
 - (d) To help employees meet the demands placed on them by regulatory and organizational changes and developments.

3 SCOPE

- 3.01 This Policy applies to all employees of the City of Prince Albert, with the exception of the Prince Albert Police Service.
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- 3.02 Employees on leaves of absence without pay are ineligible. In order to qualify for reimbursement, an employee must be pre-approved prior to enrolment.
- 3.03 All funds come from Departmental budgets.
- 3.04 Where applicable, the governing Collective Agreement for unionized employees or the employment contract for non-unionized employees addressing learning and development will prevail.
- 3.05 Consideration will be given to all requests based on the available annual departmental budget and whether or not the training is deemed required or optional.
- 3.06 All requests must be deemed mutually beneficial to the City and the employee.

4 RESPONSIBILITY: TERMS AND CONDITIONS

- 4.01 In-house training and development:
- a. Activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops and seminars offered on an internal basis or sponsored directly by the municipality either during or after work hours.
 - b. Participation in in-house training and development activities may be requested by the employee, or may be assigned by the supervisor.
 - c. Participation in in-house training and development activities must be approved by the immediate supervisor.
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- d. All costs for in-house training and development activities are to be assumed by the appropriate departmental training budget unless otherwise specified.

4.02 Tuition Reimbursement – Educational Courses:

- (a) To qualify for financial assistance, an employee must be a permanent employee and have completed their probationary period prior to enrolling in a particular course of study.
 - (b) Tuition Fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible to be reimbursed at 100% upon successful completion. For example:
 - i. Individual courses taken independently of enrolment in a degree, certificate or diploma program; or
 - ii. Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
 - (c) Tuition Fees that are related to the organization's function but not directly related to the employee's current job or division/department function would be reimbursed at 50% upon successful completion. For example:
 - i. Individual courses taken independently of enrolment in a degree, certificate or diploma program; or
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- ii. Courses leading to a college diploma, university bachelor's degree, or a professional certificate, diploma or designation.
 - (d) The employee must obtain the appropriate approval signatures prior to completing the course or program registration by filling out an "Application for Tuition Reimbursement Approval Form".
 - (e) Where the employee leaves the employment of the City, whether voluntarily or not, the employee will reimburse the City for Tuition Fees paid by the City for the work commitment not completed on a pro-rated basis. The City is authorized to recover funds by means of a payroll deduction from the employee's final pay(s). All exceptions need to be submitted and approved by the Director of Corporate Services (or designate).
 - (f) An agreement requiring continued employment with the City is required as a condition of financial assistance whenever the amount of financial assistance exceeds \$500 per annum. Upon completion of the course(s) of study, the employee must agree to a continuation of employment for a period of not less than 2 years. In the case of termination prior to the conclusion of this period, the following refund formula shall apply:
 - i. Amount to be refunded by the employee equals the total expenditure on the employee's behalf divided by 24 months multiplied by the total months remaining on the work commitment.
 - (g) Where the City of Prince Albert agrees to make a significant investment in an employee's training such as, but not limited to, Undergraduate Degree, Masters of Business Administration, or
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Professional Accounting Program, an agreement shall be signed by the City and the employee outlining the conditions of the investment and if required, a return of service longer that what's outlined in 4.02(f) above. All agreements under this point shall go before council for final approval.

- (h) Non-tuition related fees are ineligible for reimbursement. These fees include, but are not limited to the following examples:
- i. Deferred or Late payment
 - ii. Fees for extension
 - iii. Parking fees
 - iv. Course credit transfer fees
 - v. Student medical insurance
 - vi. Transportation expenses
 - vii. Capital projects
 - viii. Meals
 - ix. Miscellaneous supplies
- (i) Failure to comply with this Policy could result in the appropriate discipline measure being assessed on a case-by-case basis, and may result in dismissal from employment.

4.03 Conference and Seminar Attendance

- (a) The City shall assume allowable costs associated with attendance at approved activities in accordance with the City's Travel/M meal/Accommodation/Vehicle Policy including registration fees, transportation costs, accommodations, meals and incidental allowance.

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(b) Approval for participation in a conference or seminar must be obtained from the Department Director or designate.

5 DEFINITIONS

5.01 Training:

A program or activity designed to prepare an employee to the level of competence required for present job responsibilities.

5.02 Development:

A program or activity designed to raise an employee's performance for future job responsibilities.

5.03 Employee-Initiated Participation:

A request by an employee for permission to participate in training and development activities with or without assistance from the City.

5.04 Employer-Initiated Participation:

A request by the City for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

5.05 Educational Course:

A program or course offered by an accredited educational institution that the City recognizes as contributing to improving the skill and knowledge of an employee.

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5.06 **Conference/Convention:**

An activity related to membership in a professional association or municipal organization that has as a purpose the conducting of association business or related activities.

5.07 **In-House Training and Development:**

A program or course offered or sponsored by the municipality that is available to municipal employees. This includes, but is not limited to, instruction, seminars and other City sponsored activities.

5.08 **Educational Leave of Absence:**

A leave of absence, whether unpaid or paid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.

5.09 **Work Commitment:**

The period of work obligation an employee is required to undertake as a condition for receiving financial assistance granted under the terms of this policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Travel/M meal/Accommodation/Vehicle Policy, as amended

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7 PROCEDURE

7.01 Employees are responsible for:

- (a) Developing an annual learning and development plan that clearly identifies their training and educational needs. This plan should be reviewed with their supervisor and/or manager prior to approval by their Department Head. The plan will be provided to the Director of Corporate Services (or designate).
- (b) Making a personal commitment to career planning and any associated learning and development.
- (c) Using long-range planning to determine future requests.
- (d) Selecting the most cost-effective course options.
- (e) Submitting the following information to Corporate Services within sixty (60) days of successful course completion:
 - ii) An approved cheque requisition for reimbursement of fees paid;
 - iii) Detailed receipt(s) of monies paid; and
 - iv) Statement(s) of grades or certificate of completion.

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7.02 Directors or designates are responsible for:

- (a) Ensuring there is appropriate budget allocation to undertake the employee training.
- (b) Approving the annual learning and development plan for the employee.
- (c) Ensuring all learning and development activities are done in accordance with this policy.
- (e) Ensuring all required documentation is completed before and after the training is completed.