

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>TRAINING AND DEVELOPMENT</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b> October 1991, September 2002
Resolution No.	Supercedes Resolution No.
Policy Number 3.2	<b>PAGE 1 of 3</b>

## 1. GENERAL STATEMENT

It is the policy of the Corporation of the Town of Fort Frances to assist its employees in the upgrading of skills, knowledge, and qualifications in order to increase current job performance and the potential for assuming increased responsibilities. The Corporation of the Town of Fort Frances recognizes the need for, and the benefits that accrue from effective training and development programs, which serve to raise the performance level of individual employees and the general quality of performance of the municipal administration.

## 2. PURPOSE

The purpose of this policy is to:

- A. Attract and retain competent employees who are concerned with their personal development and interested in building a rewarding career with the municipality;
- B. Provide training and development in accordance with individual and organizational needs, requirements and objectives, on an equitable and consistent basis;
- C. Help enrich the work experience of municipal employees allowing greater satisfaction and preparation for assuming increased levels of performance and responsibility.

## 3. DEFINITIONS

Training: A program or activity designed to raise an employee for future job responsibilities.

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

Employee-Initiated Participation: A request by an employee for permission to participate in training and development activities with or without the assistance of the municipality.

Employer-Initiated Participation: a request by the municipality 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.

Educational Course: A program or course offered by an educational institution or professional institution that the municipality has recognized as contributing to the increased skills and knowledge of the employee.

Conference / Convention: An activity related to membership in a professional association or municipal organization that have as a purpose the conducting of association business or related activities.

In-House Training and Development: A program or course offered or sponsored by the municipality that is available to municipal employees. Includes on the job training, instruction, seminars and other municipality-sponsored activities.

Educational Leave of Absence: A leave of absence 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.

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.

#### **4. ELIGIBILITY AND NATURE OF ASSISTANCE**

##### **A. In-house training and development**

In-house training and development 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 regular work hours.

In-house training and development activities are available to any municipal employee including part-time and temporary employees.

The immediate supervisor must approve application for participation at in-house programs and activities.

All costs for in-house training and development activities are to be assumed by the department as set out in the annual budget for such activities, unless specified otherwise.

##### **B. Tuition Reimbursement – Educational Courses**

To qualify for financial assistance, an employee must be a permanent employee prior to enrolling in a particular course of study.

The course or study requested by the employee must have a direct application to present responsibilities or anticipated future job responsibilities. Approval for financial assistance must be received from the Division Manager prior to enrollment.

Participation in educational courses, whether employee or employer initiated may be eligible for financial assistance of 80% of tuition expenses. The employee will provide proof of completion to the Division Manager for review, documentation and authorization of refund, which is to be then forwarded to the Treasurer for the release of funds.

An advance of up to 80% of tuition costs may be approved once proof of enrolment is received. As a condition, the employee must agree in writing to repay the full advance through payroll deduction(s) if the course is not successfully completed.

The employee may, as a condition of re-imburement, also be required to make a further written report outlining the objectives of the course, its relationship to departmental and / or municipal goals and objectives and the value obtained; and / or make a further verbal report or presentation to fellow employees outlining the objectives of the course and the value obtained.

An agreement requiring continued employment with the municipality is required as a condition of financial assistance whereby the amount of financial assistance exceeds \$1000.00 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:

Amount to be refunded by the employee equals the total expenditure on the employee's behalf divided by the number of months remaining in the 2-year agreement.

Where a course directly relates to present or anticipated job responsibilities, and where the employee requests attendance, management may grant such a request with full salary and benefits, taking into consideration municipal objectives and departmental manpower requirements.

#### C. Conference and Seminar Attendance

The municipality shall assume allowable costs associated with attendance at approved activities in accordance with the municipal travel policy including registration fees, transportation costs, accommodations, meal and incidental allowance.

Approval for participation in a conference or seminar must be obtained from the Supervisor / Division Manager / Chief Administrative Officer.

Any unbudgeted courses / training / conferences will receive approval from the appropriate Executive Committee / Management Board. Council Members / Management Board Members seeking attendance at courses / training / conferences must receive approval from the Management Board / Council prior to attendance.