

**THE CORPORATION OF THE
MUNICIPALITY OF POWASSAN**

BY-LAW NO. 2001-39

**BEING A BY-LAW TO ESTABLISH A TRAINING AND DEVELOPMENT
POLICY FOR COUNCIL AND STAFF MEMBERS OF THE CORPORATION**

WHEREAS the Council of the Corporation of the Municipality of Powassan deems it expedient to formulate a policy with respect to the continuing education of its council and staff,

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF POWASSAN enacts as follows:

It is the policy of the Corporation of the Municipality of Powassan 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 Municipality of Powassan recognizes the need for, and the benefits which accrue from effective training and development programs which can serve to raise the performance level of individual employees and the general quality of performance of the municipal administration.

1. Purpose

The purpose of this policy is to:

- (i) attract and retain competent employees who are concerned with their personal development and interested in building a rewarding career with the municipality.
- (ii) provide, on a equitable and consistent basis, the method of meeting the training and development needs of municipal employees, in accordance with individual and organizational needs, requirements and objectives.
- (iii) help enrich the work experience of municipal employees, allowing greater satisfaction and preparation for assuming increased levels of performance and responsibility.

2. Definitions

Training: Program(s) of activity designed to raise an employee to the level of competence required for present job responsibilities.

Development: Program(s) of activity designed to prepare an employee for future 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.

Educational Courses: Programs/Courses offered by educational or professional institutions which the municipality has recognized as contributing to the increased knowledge of the employee.

Conference/Conventions: Activities which are related to membership in professional/Municipal organizations or associations which have as their purpose the conducting of association business or related

activities, usually an annual event requiring a leave of absence from municipal job duties.

In-House Training Activities: Programs/Courses offered or sponsored by the Municipality and organizations which are available to municipal employees; includes on-the-job training, instruction, seminars and other municipality-sponsored activities.

Education Leave of Absence: Leave from present job duties on a part-time or full-time basis for the purpose of advancing an employees abilities or supplementing professional or skill training.

STATEMENT OF RESPONSIBILITIES

1. **Council:** The Council of the Corporation of the Municipality of Powassan will:
 - (a) Establish a formal policy through which responsibility is allocated and procedures established with respect to the training and educational functions.
 - (b) Establish a budget for training and education which will provide the necessary annual resources to meet the municipalities needs.
 - (c) Demonstrate its support for the proper education and training of its employees through membership in various associations.
 - (d) Encourage staff members to participate in the training seminars offered by various associations and in their professional development programs.
 - (e) Encourage its staff members to explain and seek approval for new methods or practices which have been learned through training seminars or educational instruction.
 - (f) Recognize the significant accomplishments of staff who attend such training seminars or who are awarded a professional designation.

2. **Clerk-Treasurer:** The Clerk Treasurer will:
 - (a) Establish and maintain central-training and development records and files.
 - (b) Identify the overall training and development needs of the municipality.
 - (c) Inform staff of training and development programs/activities available where no appropriate departmental program exists.
 - (d) Liaise with educational and training institutions and other relevant municipal/professional organizations with respect to program and course availability and need.
 - (e) Undertake special studies of training needs and requirements and provide the appropriate activities or programs, either internally or through consultation with appropriate external sources.

- (f) Publicize in-house and relevant community training and development resources, in co-ordination with staff where appropriate.
- (g) Manage and co-ordinate the training and development budget, including administering the tuition and reimbursement plan.
- (h) Assist staff in the development and administration of departmental training activities.
- (i) Co-ordinate arrangements for employee participation at out-of-town training and development activities.
- (j) Approve and recommend staff participation in appropriate training and development activities.
- (k) Monitor the effectiveness of training and development activities, and recommend appropriate changes in policy and procedure to council.
- (l) Emphasize to all employees the importance of the training and development function as an on-going, continuous process.

3. **Employee:** The Employee will:

- (a) Be responsible for the initiation of individual development opportunities, including the identification of training and development needs and the discussion of such needs and opportunities with his/her department head.
- (b) Participate in training activities where requested by the municipality.
- (c) Be prepared to take advantage, and make the most effective use of the training and development opportunities available.
- (d) Complete an evaluation/rating report on any training and/or development activities attended, for which municipal assistance is received.
- (e) Expect to make a personal and financial contribution towards his/her career development.
- (f) Realize that assistance with his/her career development is not a fringe benefit, nor an automatic entitlement.

In House Training and Development:

Training and Development:

1. Training and development activities may vary from short, in formal 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 working hours.
2. Eligibility: In-house training and development activities are available, in accordance with departmental and/or municipal needs and objectives to any municipal employee (including part-time and temporary employees).

3. **Application/Approval:** Application for participation at in-house programs and activities must be made on the prescribed form and forwarded for approval to the Clerk-Treasurer.
4. **Funding:** All costs for in-house training and development activities are to be assumed as set out in the annual budget for such activities, unless specified otherwise, by the municipality.

Tuition Reimbursement - Educational Courses

Eligibility:

1. To qualify for financial assistance, an employee, prior to enrolling in a particular course(s) of study, must be permanent, full time employee.
2. Course(s) of study requested by the employee for financial assistance must have an indirect relationship to present job responsibilities or anticipated future responsibilities as approved by council.
3. Consideration will be given to areas of study deemed to have an indirect relationship to present job responsibilities or anticipated future responsibilities as approved by council.
4. Formal applications must be made on the prescribed form at least one month prior to enrollment, to the Clerk-Treasurer and Council.

Tuition Refund:

Educational courses may be taken, in accordance with departmental and/or organizational requirements and objectives, on the individual initiative of the municipal employee or at the request of the Clerk-Treasurer or Council.

Employee-Initiated Participation:

Participation in education courses may be eligible for financial assistance as follows:
100% of Tuition Expenses.

1. The employee will provide proof of completion (final transcript of marks or proof of 80% attendance in courses where there is no formal examination), which will be forwarded on the tuition reimbursement form to the Clerk-Treasurer for review and documentation and authorization of refund by council.

Employer-Initiated Participation:

1. Where an employee is requested by the Municipality to undertake participation in education course(s), the municipality will, through the department budget assume all expenses associated with participation in educational course(s) upon registration.

CONFERENCE AND CONVENTION ATTENDANCE

Eligibility: To be eligible for Convention/Conference attendance, an employee must be a permanent, full-time member of the municipality or a council member of the municipality.

Approval: Approval for participation in Convention/Conference attendance, must be obtained at least one week prior to the enrollment date by council if not set out in the annual budget.

- Expenses:
- (1) The municipality shall assume all allowable costs associated with attendance at approved activities to include: Registration Fee; Transportation Costs, in accordance with the Municipal Policy ie: mileage allowance, meals and accommodation expenses.
 - (2) Receipts for authorized expenses associated with Conference/ Convention participation will be forwarded on the prescribed form after which a refund will be payable to the employee/councillor by the Treasurer.

Frequency of Attendance:

All employee and officials of the Municipality may attend all Conferences/Conventions deemed to be relevant for the employee/ councillor by the Clerk-Treasurer and Council.

It is further enacted that this by-law be in effect January 1, 2001.

Resolution Number 2001-06 Moved by Fred Busch

Seconded by Carole Dobbs

Be it resolved that the Council of the Corporation of the Municipality of Powassan approves the first and second reading of By-Law Number 2001-26 to By-Law Number 2001-42 with the exception of By-Law Number 2001-32 and approves the third reading and final passing of said by-laws.

Carried.

Mayor

Clerk