	<h2>Municipality of Crowsnest Pass Policy</h2>
Policy No.: Policy Title: Department: Council Approval: Reviewed: Revised: Supersedes Policy/Bylaw:	1806-01 Training and Educational Development Policy Human Resources M# 6111-11 Date: June 7, 2011

1. POLICY STATEMENT

The Municipality of Crowsnest Pass offers support for employees who wish to pursue educational or on-the-job training opportunities that will sustain or enhance their job performance capabilities. The Municipality of Crowsnest Pass has adopted this policy to provide guidelines for employees seeking training and educational opportunities to ensure such opportunities are provided in accordance with the Collective Agreement and in a non-discriminatory and uniform manner.

2. DEFINITIONS

2.1 Mandatory Training

Training that an employee must have to fulfil or sustain the minimum requirements of their position. This includes legislated health and safety courses, certification and re-certification requirements. Mandatory Training will be reviewed annually with each employee during the Development Appraisal meeting.

2.2 Optional Training

Training that is not required of an employee to fulfil the minimum requirements of their position, but will enhance professional development and cross-training opportunities. Optional Training can be provided both on-the-job and by external training providers. Optional Training will be reviewed annually with each employee during the Development Appraisal meeting.

2.3 Training Cost Reimbursement

The process by which the employer reimburses the employee for attending external courses, conferences or similar training opportunities; or by which the employee reimburses the employer for these costs on a pro-rated basis should the employee leave the Municipality within two years of taking the course.

3. RESPONSIBILITIES

3.1 Municipal Council to:

3.1.1 Approve by resolution this policy and any amendments.

3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures.

3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of Legislative and Human Resources:

3.3.1 Ensure implementation of this policy and procedure.

3.3.2 Ensure that this policy and procedure is reviewed every three years.

3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Department Heads:

3.4.1 Understand, and adhere to this policy and procedure.


3.4.2 Ensure employees are aware of this policy and procedure.

3.4.3 Undertake employee Development Appraisals to track and guide training opportunities.

3.5 All Employees to:

3.5.1 Understand and adhere to this policy and procedure.

4.0 END OF POLICY

	<h2>Municipality of Crowsnest Pass Procedure</h2>
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1.0 MANDATORY TRAINING REQUIREMENTS

- 1.1 The Municipality of Crowsnest Pass may require that an employee upgrade his/her knowledge base through education because of job description requirements. This could include conference attendance for some positions within the Municipality.
- 1.2 Such mandatory training will be determined annually for each employee during the Development Appraisal process and is contingent on training budgets for that year.

2.0 PAYMENT FOR MANDATORY TRAINING

- 2.1 All tuition, registration fees and required book purchases associated with mandatory courses, conferences, certifications, or licenses shall be fully reimbursed at company expense.
- 2.2 Accommodation, parking and transportation costs will also be reimbursed with prior approval as per the Municipality's travel policy.
- 2.3 The Municipality of Crowsnest Pass shall make the necessary payments directly to the institution when feasible. This is to avoid the necessity of employees having to advance the costs on their own and seek reimbursement.
- 2.4 Mandatory Training will not require any remuneration from the employee, under the condition that he/she fulfill the contractual obligations for time spent with the company and that the training is successfully completed

3.0 EMPLOYEE OBLIGATIONS FOR MANDATORY TRAINING

- 3.1 Employees are required to achieve a Passing grade for funded courses that have grading or exam requirements. If a grade of Pass is not achieved the employee will be required to reimburse the company all associated expenses related to the course or program.

- 3.2 The Municipality of Crowsnest Pass reserves the right to require the submission of supporting documents relating to grades, and the successful completion of courses, certifications or licenses, for maintenance in the employee's personnel file.
- 3.3 Employees failing to achieve or sustain the minimum job qualification requirements of their position may be subject to Progressive Disciplinary action.

4.0 OPTIONAL TRAINING REQUIREMENTS

- 4.1 The Municipality of Crowsnest Pass may suggest, or employees may request, optional training, including conference opportunities and education assistance for courses, certifications or licenses that are not required for their position, but may enhance professional development, succession planning and cross-functional opportunities.
- 4.2 The Municipality may provide assistance with the costs associated with optional training at its discretion, should the education requested present a perceived benefit to the company.
- 4.3 Such optional training will be determined annually for each employee during the Development Appraisal process and is contingent on training budgets for that year.
- 4.4 Budgets for Mandatory training will supersede Optional Training in all instances.

5.0 ON-THE-JOB TRAINING

- 5.1 On-the-Job Training is an Optional Training component and an important opportunity for employees to get exposure to other positions in the Municipality and to build cross-training functionality with mentors who currently hold the position. The employer is committed to ensuring that these opportunities are presented to all employees.
- 5.2 On-the-Job Training interests will be determined annually for each employee during the Development Appraisal process. Department Directors will then get together to review the interests of all employees to determine when to schedule these opportunities and to ensure they align with succession planning for pending retirements.
- 5.3 On-the-Job Training opportunities can be scheduled for up to two weeks concurrently and expressions of interest for pending opportunities will be posted to all employees. A rotation schedule will be established depending on the level of interest.

6.0 PAYMENT FOR OPTIONAL TRAINING

- 6.1 All tuition, registration fees and required book purchases associated with approved optional courses, conferences, certifications, or licenses shall be fully reimbursed at company expense.
- 6.2 Accommodation, parking and transportation costs will also be reimbursed with prior approval as per the Municipality's travel policy.

- 6.3 The Municipality of Crowsnest Pass shall make the necessary payments directly to the institution when feasible. This is to avoid the necessity of employees having to advance the costs on their own and seek reimbursement.
- 6.4 Optional Training will not require any remuneration from the employee, under the condition that he/she fulfill the contractual obligations for time spent with the company and that the training is successfully completed

7.0 EMPLOYEE OBLIGATIONS

- 7.1 Employees are required to achieve a Passing grade for funded courses that have grading or exam requirements. If a grade of Pass is not achieved the employee will be required to reimburse the company all associated expenses related to the course or program.
- 7.2 The Municipality of Crowsnest Pass reserves the right to require the submission of supporting documents relating to grades, and the successful completion of courses, certifications or licenses, for maintenance in the employee's personnel file.

8.0 ELIGIBILITY REQUIREMENTS FOR MANDATORY AND OPTIONAL TRAINING

- 8.1 Both Mandatory and Optional courses, conferences, certifications or licenses must relate to current job duties or be part of a succession planning or professional development process.
- 8.2 They must either sustain the minimum requirements of a job description (Mandatory Training); or provide new knowledge or skills that will increase job performance, provide professional development or improve advancement opportunities (Optional Training).
- 8.3 They must be identified and budgeted for during the annual Development Appraisal process. The Municipality recognizes that throughout the year unanticipated training opportunities may occur that were not anticipated. Such opportunities can be reviewed on a case-by-case basis with approval of the Department Director and Chief Administrative Officer.
- 8.4 When there are departmental budget constraints, Mandatory Training will supersede Optional Training Requests.

9.0 MAKING TRAINING REQUESTS

- 9.1 All requests for Mandatory or Optional Training require identification at the Development Appraisal meeting and pre-approval from the employee's Department Director prior to registration using the approved training request form (Appendix A).
- 9.2 The Training Request form, once approved, along with any supporting documentation will be retained in the employee's personnel file.

10.0 COST REIMBURSEMENT TO THE MUNICIPALITY UPON EMPLOYEE DEPARTURE

10.1 Employees of the Municipality of Crowsnest Pass that are required to take Mandatory Training for their position, or have approved Optional Training, will be required to reimburse the Municipality a prorated portion of costs as per the current Collective Agreement and this policy should they leave the employ of the Municipality **within two years of said training**. The two year time frame will commence after the completion of each mandatory or optional training course.

10.2 Cost reimbursement would include the following areas:

- Course registration fees
- Courses materials
- Accommodations

11.0 END OF PROCEDURE

Approval

Kevin Robins, C.A.O.

Date

Training Request Form (Appendix A)

To apply for Mandatory or Optional Training or Conference opportunities, employees must accurately fill out, and submit this request form to their Director, with as much advance notice as possible to assist in the registration process. The form will then be forwarded to Human Resources where the registrations, and/or accommodations will be booked. A copy of the approved form and supporting documentation will be retained in the employees file.

Human Resources will advise the employee of the completed registration and accommodation booking, as well as any requirements for supporting documentation such as copies of course completion certificates, exam grades, etc as per the Training and Educational Development Policy.

Employee Information	
Employee Name	
Date	
Department	
Title	

General Information	
Type of Certification/License/Course/Conference or On-The-Job Training	
Included in Development Appraisal?	
Name of Institution	
Start Date	
End Date	

Course/Conference Information for Registration – Please Attach any Supporting Information			
Course Number(s)	Title(s)	Location	Total Cost

I understand and agree to the terms set forth by the Training and Educational Development Policy:

Employee Signature: _____

Date Submitted: _____

This Section to be Completed by Director	
Approved/Denied	
Comments	
Date Reviewed	
Director Signature	
CAO Signature if Outside of the Annual Development Review Process	