

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-06			Staff Training and Development
Approval	D/M/Y	Resolution #	
Amended	10.04.2017	17.140	

STATEMENT:

The Town of Vulcan is committed to the continuous education of its employees and supports ongoing employee training and development as an opportunity for improving the overall performance of the organization by preparing employees to meet current and future municipal needs.

1. Policy

- 1.1** The Town of Vulcan supports training that provides employees with the skill and knowledge to perform their current jobs, and may prepare them for long term future employment opportunities with the Town. In addition, technical skill must be kept current and may be legislated by statute or required for certification standards.
- 1.2** Staff development may include formal education or courses, workshops, and educational conferences and seminars.
- 1.3** Employee Responsibilities:
- (a)** Take the initiative in their own development by researching learning opportunities.
 - (b)** Ensure that approvals are obtained before registering for any course or development opportunity.
 - (c)** Maintain the professional and technical designations required by their position.
 - (d)** Furnish proof of successful completion of a training course (e.g. certificate, marks) to their supervisor for their employee record.
- 1.4** Town Responsibilities:
- (a)** Provide reasonable opportunity, within available resources, for employees to enhance, develop or maintain their skill level.
 - (b)** Ensure that specific training and development activities identified as requirements for employees are met.
 - (c)** Ensure that budget planning includes requests for training and development as identified by department heads.
 - (d)** Support the employees while learning and integrating new skills into the workplace.

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2. General Guidelines

- 2.1** Approved training must be relevant to the position currently occupied or to the Town as a whole.
- 2.2** Any cost related to the learning opportunity must be approved within the budget of the Town.
- 2.3** The costs of training may include fees, textbooks and other incidentals required for the program.
- 2.4** The Town will pay approved fees directly to the service provider(s) where feasible.
- 2.5** Travel and subsistence (if applicable) will be paid for each approved training session in accordance with the Travel and Expense Policy PE-15.
- 2.6** In the event an employee member does not complete or pass the training paid for by the Town, the employee must reimburse the Town for all costs incurred. The employee may apply to their department head or the CAO to forgive the repayment in extenuating circumstances.
- 2.7** The Town of Vulcan has a reasonable expectation that the employees will apply the knowledge and skills on the job, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the learned skills in their work environment.

- END OF POLICY-