

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-28

SUBJECT: **STAFF DEVELOPMENT**

SECTION: Personnel

APPLIES TO: All Regular Employees

EFFECTIVE: June 1, 2009

28.1 PREAMBLE

Staff training and development is a shared responsibility of the employee and the Corporation. While employees have an obligation to remain current in their field of work, the Corporation also recognizes the benefit of developing its employees and supporting their efforts to keep abreast of new issues and requirements affecting their work and/or the municipality as a whole.

28.2 POLICY

It is the policy of Council that every effort will be made to encourage all regular Municipality employees to further their education and training insofar as their duties and responsibilities with the Municipality are concerned. All costs anticipated for staff development for any current year shall be carried in the Municipality's approved current operational budget.

DEFINITIONS AND ELIGIBLE EXPENSES

28.3 Education/Training/Conferences/Conventions - Absence from Workplace

Where a Department Head/CAO deems it necessary to send an employee for staff development in the interest of the Municipality during regular working hours, and where such course is related to the activities within the Department in which the employee is engaged, attendance at such course shall involve no expense to the employee concerned for tuition fee, books, transportation and his/her salary while on course shall continue.

28.4 Absence from Work

Where the attendance of an employee for staff development purposes, whether initiated by the Department Head or the employee, involves absence from his/her regular duties for a period of more than three days the Head of the Department shall obtain approval of the Chief Administrative Officer prior to the commencement of such course.

28.5 Education/Training - No Absence from Workplace

Where a Municipal employee requests permission from a Department Head/CAO and/or the Department Head/CAO feels that the employee's attendance at an educational or training course related to the activities of his/her employment, involving no absence from his/her regular duties, would be of benefit to the employee and the Corporation, the Department Head/CAO shall include in his/her authorization that attendance at such course shall involve reimbursement of course fees only, to the employee concerned, subject to the employee providing the Department Head/CAO with satisfactory proof that he/she successfully passed such course or in cases where no examinations are held, that he/she had attended at least 75 percent of the total lectures.

28.6 Approvals

When training is sought, or if an employee wishes to be reimbursed for training registration fees, an education/training approval form must be submitted by the employee to their Department Head for approval prior to registering for such training.

Department Heads may approve professional development costs, including training and travel expenses, up to a total amount of \$250.00 per individual training request. Training requests in excess of \$250.00 including travel and training expenses must be approved by the CAO. All training requests must be forwarded to the Human Resources Administrator following approval by the Department Head or CAO.

MUNICIPALITY OF SIOUX LOOKOUT
APPLICATION FOR TRAINING

SECTION 1
(TO BE COMPLETED BY THE EMPLOYEE PRIOR TO REGISTRATION FOR COURSE)

EMPLOYEE NAME: _____

DATE OF COURSE: _____

COURSE: _____

SCHOOL/LOCATION: _____

LENGTH OF COURSE: _____

TOTAL COST: _____

WILL ATTENDANCE CONFLICT WITH NORMAL WORKING HOURS? YES _____ NO _____

IF YES, SPECIFY:

STATE WHY YOU THINK THIS COURSE/SEMINAR SHOULD PROVIDE BENEFICIAL BOTH TO YOURSELF AND THE MUNICIPALITY:

NOTE: Fees paid by the Corporation are a taxable benefit and will appear on the T4 slip when the course is considered to be of "Personal Interest Training" and mainly for the benefit of the employee. Amounts considered to be taxable benefits, in most cases however, will be deducted by the employee as tuition fees, but not necessarily in the same year.

Employee Commitment

Where an employee attends an educational or training course and is reimbursed for registration fee and/or tuition which exceeds \$200.00 per course (excluding salary), and the employee does not remain with the Municipality for a period of one (1) year following the completion of the course, he/she shall reimburse the Municipality at the rate of 10% of the registration/tuition expense for each month of the year for which he/she is not so employed, up to a maximum repayment of 100%.

If there is a repayment obligation, the employee's signature below authorizes the Corporation is to deduct the equivalent amount from any amounts owing to the employee on the employee's pay cheque upon termination of employment.

EMPLOYEE SIGNATURE: _____

SECTION 1

(TO BE COMPLETED BY DEPARTMENT HEAD PRIOR TO REGISTRATION FOR COURSE)

HAS COURSE BEEN AUTHORIZED IN DEPARTMENT'S BUDGET? YES _____ NO _____

ESTIMATE OF COSTS:

REGISTRATION FEE: \$ _____

TRANSPORTATION/PARKING: \$ _____
(Mileage or other)

MEAL(S) \$ _____

ACCOMMODATIONS \$ _____

OTHER (Specify) \$ _____

TOTAL COST \$ _____
(To be inserted on Page 1)

SECTION 2A

(TO BE COMPLETED BY DEPARTMENT HEAD IF PREPAYMENT OF TUITION FEES IS REQUIRED)

NOTE: NORMAL POLICY PROVIDES FOR REFUND OF TUITION UPON SATISFACTORY COMPLETION OF COURSE

REASON FOR PREPAYMENT:

APPROVALS

Department Head's Signature

Chief Administrative Officer Signature

SECTION 3

(TO BE COMPLETED BY DEPARTMENT HEAD, UPON SUCCESSFUL COMPLETION OF COURSE)

CERTIFICATE OBTAINED? YES _____ NO _____
APPROVED FOR PAYMENT YES _____ NO _____

Department Head's Signature

IMPORTANT: A copy of this completed form must be forwarded to Human Resources after the employee has been reimbursed.