



POLICY

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Policy Title	STAFF TRAINING AND DEVELOPMENT				

Council Resolution No. 59-07	Date: February 13, 2007	CCS	CC	Cross Reference AD 024/HR 020	Effective January 1, 2007
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PURPOSE

Parkland County values and supports staff training and development as described through this policy, as a means to achieve and maintain excellence in the delivery of quality services to county ratepayers.

Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

POLICY

Parkland County supports training that provides employees with the skills and knowledge to perform their current jobs; and staff development, that provides employees with skills and knowledge that prepares them for long term future employment opportunities with the County.

Staff development may include formal education or courses, in-service workshops, temporary or project assignments, temporary appointments, and educational conferences and seminars.

All supervisors and employees are jointly responsible to assess skills, knowledge and abilities on an ongoing basis. Through the performance management process (see HR 020– Employee Performance Planning and Appraisal Process), staff identify the skills and knowledge required to perform existing job functions and those which may enable them to progress within the organization or to develop long term, career management skills.

PROCEDURES

Within established budgets, authorization and approval processes:

1. Priority will be given to support:
 - a. Mandatory or regulated job specific training (e.g. licenses (Pesticide Applicator, OH&S regulated).

The following training may be considered mandatory or discretionary, depending on the nature of the course or program and it's relevance to the position and departmental needs:

- b. Needs specific to current positions and the skills or competencies required to perform satisfactorily.
- c. Organizational wide needs (e.g. Service Best, FOIP)
- d. Developmental activities for future positions within the organization and for career development.

Note: Assistance/funding for entire post-secondary degree or diploma programs will not be provided by the County. Certificate programs (Local Government, NACLAA and other similar programs) are eligible for assistance as described below.

2. Funding/Reimbursement:
 - a) Training needs specific to an employee's current position that is deemed mandatory by the County will be fully funded by the County. (i.e. registration and course material costs; and, when applicable, see Policy AD 024, Accommodation, Mileage and Meal Rates).
 - b) When an employee is directed by their Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable), to attend a mandatory training/educational course

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<p>beyond their regular hours of work, the employee will be allowed to bank time, except those on the Management/Professional/Administrative grid.</p> <p>c) When an employee and their Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable) mutually agree that an educational course would enhance their position, but is not considered to be mandatory, the employee will not be allowed to bank time beyond their regular hours of work to attend, but would be reimbursed for costs associated with the course. (i.e. registration and course material costs; and, when applicable, see Policy AD 024, Accommodation, Mileage and Meal Rates).</p> <p>3. Each year, through an employee's performance appraisal, employees and supervisors may identify training/development courses, workshops, seminars or other resources and prepare an individual development plan for the upcoming year (see HR 020– Employee Performance Planning and Appraisal Process). These plans will be reviewed in conjunction with the budget development process, and available funds will be allocated using the above criteria.</p> <p>4. Course subsidization may be available to employees who have completed their probationary period and the employee makes a written request for course cost subsidization to their Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable).</p> <p>5. The authorized subsidy will be paid up front, but if the employee does not successfully complete the course/exam, then the County must be refunded in full for the course. Successful completion must be confirmation in writing from the institution offering the course.</p> <p>6. Return - service Commitment: Depending on the amount of the course cost subsidization, the County Commissioner may require the employee to sign a return - service commitment. Such an agreement shall be entered into writing prior to the start of the course.</p> <p>7. In lieu of direct training funding, or in support of partial funding, training and/or development may also be supported through mechanisms such as work schedule adjustments, and reduced hours, subject to operational considerations.</p>		