

Section/Number: Human Resources – 015	Approval Date: (DD/MM/YY)
Subject: Professional Development	Amendment Dates:
<p>Policy</p> <p>The Community Government encourages employees to further their professional and technical knowledge and skills through appropriate education, training and development.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Community Government will pay for the costs of training and/or courses that the Community Government considers essential to an employee's development.</li> <li>2. The Community Government will consider paying the costs of other training/courses that the Community Government considers beneficial to an employee's development if they are related to the employee's current or future job duties as identified during Performance Reviews and targeted as an agreed upon goal.</li> <li>3. Approval for training/courses is at the discretion of the Senior Administrative Officer (SAO) and must be supported by the employee's supervisor.</li> <li>4. Requests for training/education must be made in advance. <ol style="list-style-type: none"> <li>4.1. Requests for reimbursement after the training/courses has taken place may not be supported.</li> </ol> </li> <li>5. In order for employees to receive funding for training/courses they must successfully complete the training/course. <ol style="list-style-type: none"> <li>5.1. Where training/courses provide a grade, employees must meet the minimum passing grade for the course or 50%, whichever is higher.</li> <li>5.2. Where training/courses do not provide a grade, the employee must receive a certificate of completion and/or a statement of proof from the course provider stating that the employee successfully completed the training/course.</li> </ol> </li> <li>6. Employees who successfully complete approved training/courses will be provided with assistance as follows. <ol style="list-style-type: none"> <li>6.1. One hundred (100) per cent of related tuition fees and textbooks</li> <li>6.2. One-half (1/2) day of paid leave for study and preparation for the final exam</li> <li>6.3. Other assistance as deemed appropriate by the SAO.</li> </ol> </li> </ol>	

- 7. Financial assistance may be advanced; however, it must be returned if the employee does not successfully complete the training/course or the employee leaves the organization within six months of completing the training/course.
  - 7.1. The advance will be recovered through payroll deductions.
  
- 8. Employees who wish to participate in training/courses must apply in writing to their immediate supervisors prior to taking a training/course.
  - 8.1. The application must state:
    - 8.1.1. Location and duration of training/course
    - 8.1.2. How the training/course will benefit the employee and the Community Government
    - 8.1.3. Training/course costs including tuition, books and travel expenses.
  
- 9. Each supervisor must assess the impact of the proposed training on the operation of her/his work unit and make a written recommendation to the SAO.
  
- 10. The SAO will approve or deny the training/course in writing and identify any costs to be paid by the Community Government.

Attachments

Sample Training Form

References

N/A

Logo

Community Government Name

## Community Government Individual Training Plan

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Training Required	Training Course	Training Agency (i.e. School of Community Government)	Location	Cost	Approved