

SECTION: Personnel	SUBJECT: Education & Training	Pg. 1 of 4
		DATE: June 16, 2016
		REPEALED: February 1, 2011

INTRODUCTION Staff Education, Training and Development is a joint responsibility of the Town and the Employee. While Employees have an obligation to maintain current in their field the Town also recognizes an obligation to assist in such efforts.

POLICY It is the Policy of the Town that every effort will be made to encourage all permanent staff to further their education and training insofar as their duties and responsibilities with the Town are concerned.

DEFINITIONS

Training & Development is any attempt to improve current or future employee performance by increasing an employee's ability to perform through learning, usually by changing the employee's attitude or increasing his or her skills and knowledge.

Education is the process of receiving or giving systematic instruction at a school or university usually resulting in a certificate, diploma or degree.

Mandatory - required by law or rules; compulsory

Discretionary -Left to or regulated by Director's discretion or judgment

TRAINING

Where a Manager deems it necessary to send an employee to an educational or training course in the interest of the Town during regular working hours and where such course is legislatively required 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 related salary while on course shall continue.

ABSENCE FROM WORK

Where the attendance of an employee at a training course involves absence from regular duties for a period of more than three (3) days the Manager shall obtain approval of the Director prior to the commencement of such course.

NO ABSENCE FROM WORK

Where an Employee requests permission from a Manager and/or the Manager feels that the employee's attendance at an educational or training course related to their activities of employment, involving no absence from regular duties, would be of benefit to the employee and the Town, the Manager shall in authorizing attendance at such course will negotiate portion of reimbursement of course expenses and instructional materials Town will pay , subject to the employee providing proof of successful completion where such is available or an indication of attendance at 75% of the instructional sessions where marks or certificates are not provided.

APPROVALS

Any employee that wishes to be reimbursed for registration fees shall submit to the Manager an Education/Training Approval Form before registering for a course. The form shall be submitted to the Director with the appropriate recommendation by the Manager and thereafter returned to the Employee with the appropriate recommendation of the Director.

EMPLOYEE COMMITMENT

Where an employee attends an educational or training course and is reimbursed for tuition which exceeds \$200.00 per course (excluding salary), and the employee does not remain for a period of one year following the completion of the course, the employee shall reimburse the Town at the rate of 10% of the expense for each month of the year for which the employee is not employed, to a maximum of 100%. Expenses include course fees; travel, accommodation and associated fees and salaries.

Example - Course completed June, Employee leaves October reimbursement rate is therefore 60% of fee paid by Town.

EDUCATION SUPPORT

Where a Director approves a course(s) which is deemed to be beneficial to the activities of the department but not required by legislation, the Town may pay expenses of tuition and books and the employee will repay these expenses through payroll deduction. Wages while in attendance of course(s) is not included.

EMPLOYEES ENGAGED LACKING REQUIRED ACADEMIC QUALIFICATIONS

In the event an employee is hired who does not have the academic qualifications for the position to which the person is engaged and the Manager requires that such qualifications be obtained, the Manager shall require the Employee to sign a waiver indicating that the employee will complete the requirements at the employee's cost within a time frame considered reasonable between the Department and the Employee.

Such waiver shall be signed prior to engagement and form part of the employee's personnel record.

Approved By: Council

Date: June 21, 2016

**CORPORATION OF THE TOWN OF KIRKLAND LAKE
APPLICATION FOR TRAINING**

SECTION 1 (to be completed by employee)

NAME: _____ DATE: _____

COURSE: _____ SCHOOL: _____

LENGTH OF COURSE: _____ COST: _____

WILL ATTENDANCE CONFLICT WITH NORMAL WORKING HOURS?

YES _____ NO _____

IF YES SPECIFY:

STATE WHY YOU THINK THIS COURSE WOULD PROVE BENEFICIAL

EMPLOYEE SIGNATURE _____

SECTION 2 (to be completed by Manager prior to registration of the course)

HAS THE COURSE BEEN AUTHORIZED IN DEPARTMENT'S BUDGET?

YES _____ NO _____

SECTION 2a (to be completed by Manager if prepayment of tuition fees is required)

Note: Normal policy provides for refund of tuition fees upon satisfactory completion of course.

REASON FOR PREPAYMENT: _____

APPROVALS:

Manager

Director

SECTION 3 (to be completed by Manager upon successful completion of the course)

CERTIFICATE OBTAINED? YES _____ NO _____

APPROVED FOR PAYMENT? YES _____ NO _____

Manager

Director

**CORPORATION OF THE TOWN OF KIRKLAND LAKE
UNDERTAKING RELATIVE TO
ACADEMIC QUALIFICATIONS**

I _____ understand that the position of

_____ requires the following academic requirement (s)

I realize that I do not have the foregoing requirements and acknowledge and agree that I am willing to undertake the necessary course(s) of study that will permit me to obtain the required standing.

I agree that in consultation with the hiring Manager/Director that the academic requirement(s) will be fulfilled within (time frame). _____

I further agree that the costs to obtain the academic requirements will be paid by me and no obligation shall rest with the hiring department.

I further understand and acknowledge that failure to obtain the standing required may inhibit future advancement in the organization.

Employee

Manager/Director