

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 89-6

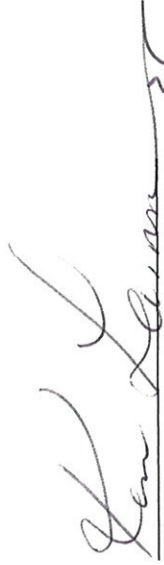
A By-law to Adopt a Staff Training and Development Policy

WHEREAS the Township of Prince recognizes the need for and the benefits which accrue from effective training and development programs which can serve to raise the performance level of individual employees and members of Council and the general quality of performance of the municipal administration;

NOW THEREFORE the Council of the Corporation of the Township of Prince enacts as follows:

1. The Council hereby adopts the Training and Development Policy passed by Resolution #18 on February 7, 1989 attached hereto.
2. Wherever "employee" is used in this training policy, it shall be deemed to include employees and Council Members of the Corporation.
3. This by-law shall take effect February 7, 1989.

Passed in open Council this 12th day of September, 1989.


Reeve


Administrator

TOWNSHIP OF PRINCE
TRAINING AND DEVELOPMENT POLICY

General Statement of Policy

It is the policy of the Municipality of the Township of Prince to assist its employees in the upgrading of skills, knowledge and qualifications in order to increase current job performance and the potential for assuming increased responsibilities. The Municipality of the Township of Prince recognizes the need for, and the benefits which accrue from effective training and development programs which can serve to raise the performance level of individual employees and the general quality of performance of the municipal administration.

PURPOSE

The purpose of this policy is to:

- i. attract and retain competent employees who are concerned with their personal development and interested in building a rewarding career with the Municipality;
- ii. provide, on an equitable and consistent basis, the method of meeting the training and development needs of municipal employees, in accordance with individual and organizational needs, requirements and objectives;
- iii. help enrich the work experience of municipal employees, allowing greater satisfaction and preparation for assuming increased levels of performance and responsibility.

DEFINITIONS

Training:

Program(s) of activity designed to raise an employee to the level of competence required for present job responsibilities.

Development:

Program(s) of activity designed to prepare an employee for future job responsibilities.

Employee-Initiated Participation:

A request by an employee for permission to participate in training and development activities, with or without the assistance of the municipality.

Employer-Initiated Participation:

A request by the municipality for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

Educational Courses:

Programs/courses offered by educational or professional institutions which the municipality has recognized as contributing to the increased knowledge of the employee.

Conferences/Conventions:

Activities which are related to membership in professional/municipal organizations or associations which have as their purpose the conducting of association business or related activities; usually an annual event requiring a leave of absence from municipal job duties.

Educational Leave of Absence:

Leave from present job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.

STATEMENTS OF RESPONSIBILITY

I. COUNCIL

The Council of the Municipality of the Township of Prince will:

1. Establish a formal policy through which responsibility is allocated and procedures established with respect to the training and educational functions.
2. Establish a budget for training and education which will provide the necessary annual resources to meet the municipality's needs.
3. Demonstrate its support for the proper education and training of its employees through membership in the Ontario Municipal Management Institute.
4. Encourage staff members to participate in the training seminars offered by the Institute and in its professional development program, the Certified Municipal Manager (CMM) designation program.
5. Encourage its staff members to explain and seek approval for new methods or practices which have been learned through training seminars or educational instruction.
6. Recognize the significant accomplishments of staff who attend such training seminars or who are awarded a professional designation.

II. CHIEF ADMINISTRATIVE OFFICER (Clerk-Treasurer-Administrator, Training and Development Officer, Personnel Officer)

The CAO (or the appropriate designated official) will:

1. Establish and maintain central training and development records and files.
2. Identify the overall training and development needs of the municipality.
3. Inform Department Heads of training and development programs/activities available where no appropriate departmental program exists.

4. Liaise with educational and training institutions and other relevant municipal/professional organizations with respect to program and course availability and need.
5. Manage and coordinate the training and development budget, including administering the tuition reimbursement plan.
6. Coordinate arrangements for employee participation at out-of-town training and development activities.
7. Approve and recommend Department Head participation in appropriate training and development activities.
8. Monitor the effectiveness of training and development activities, and recommend appropriate changes in policy and procedures to Council.
9. Emphasize to all employees the importance of the training and development function as an on-going, continuous process.
10. Evaluate, on an annual basis, all employee participation in training and development programs/activities, whether internal or external, in terms of performance levels and overall effectiveness and appropriateness.

III EMPLOYEE

The Employee will:

1. Be responsible for the initiation of individual development opportunities, including the identification of training and development needs and the discussion of such needs and opportunities with the Administrator.
2. Participate in training activities where requested by the municipality.
3. Be prepared to take advantage, and make the most effective use of the training and development opportunities available.
4. Complete an evaluation/rating report on any training and/or development activities attended, for which municipal assistance is received.
5. Expect to make a personal and financial contribution towards his/her career development.
6. Realize that assistance with his/her career development is not a fringe benefit, nor an automatic entitlement.

I. TUITION REIMBURSEMENT - EDUCATIONAL COURSES

Eligibility:

- 1.0 To qualify for financial assistance, an employee, prior to enrolling in a particular course(s) of study must at least be a part-time or temporary employee with at least 1 year of service with the municipality.
- 1.1 Course(s) of study requested by the employee for financial assistance must have a direct application to present job responsibilities.
- 1.2 Consideration will be given to areas of study deemed to have an indirect relationship to present job responsibilities or anticipated future responsibilities as approved by Council.

Participation Requiring Leave of Absence

- 2.0 Where an employee requests a leave of absence, the Administrator may grant such a request, taking into consideration departmental and/or municipal manpower requirements and functional objectives. Under this circumstance, the leave of absence shall be granted with no salary or benefits payable.
- 2.1 Where an employee is requested by the municipality to undertake participation in educational course(s) full salary and normal benefits are payable to the employee.

II. CONFERENCE AND CONVENTION ATTENDANCE

Eligibility:

- 1.1 To be eligible for convention/conference attendance the employee must be an employee of the municipality.

Expenses:

- 2.1 The municipality shall assume all allowable cost-associated with attendance at approved activities, including,
 - (a) registration fee;
 - (b) transportation costs, in accordance with the municipal policy i.e. mileage allowances)
 - (c) accommodation expenses

but excluding:

- (a) personal entertainment expenses;
- (b) travelling/accommodation expenses for family members;
- (c) other unauthorized expenses.

2.2 A per diem expense allowance will be paid for incidental and personal expenses such as meals and gratuities associated with participation at conference/convention activities at the rate of \$35.00 per day.

2.3 Receipts for authorized expenses associated with conference/convention participation will be forwarded to the Administrator after which a refund will be payable to the employee.

February 7 Session 19 90 No.

Moved by Robert Stille
Seconded by John J. J. J. J.

That Council adopt the attached staff
training and development policy
for the Township of Peirick.