

THE CORPORATION OF THE TOWNSHIP OF WESTMEATH

BY-LAW NO. 89-34

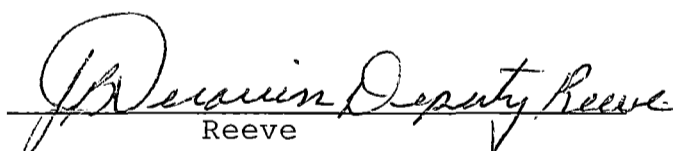
Being a By-Law to Establish a Training and Development Policy
Council and Staff

WHEREAS: Under Section 115 of the Municipal Act RSO 1980, the Council of the Township of Westmeath deems it expedient to adopt a policy for the Training and Development of Council and Staff.

NOW THEREFORE BE IT ENACTED:

1. The Training and Development Policy for the Township of Westmeath attached hereto as "Schedule A" be adopted by Council.
2. That Schedule "A" form a part of this by-law.
3. That this by-law shall come into force on the date of passing.

PASSED AND ENACTED this 8th day of November, 1989


Reeve


Clerk

TOWNSHIP OF WESTMEATH

TRAINING AND DEVELOPMENT POLICY

GENERAL STATEMENTS

It is the policy of the Township of Westmeath to encourage and assist its employees in the upgrading of skills, knowledge and qualifications through training and development programs in order to raise the general quality of performance in the Township's operations.

PURPOSE

The purpose of this policy is:

1. To assure employees of Council's support to training and development.
2. To assure new employees concerned with personal development that the municipality has a focused training and development policy.
3. To provide a basis for equitable and consistent application of training and development programs.
4. To enrich work experience of municipal employees to allow them to increase levels of performance and responsibility.
5. To allow the municipality to apply for various municipal training grants.

DEFINITIONS

TRAINING

A program or process which raises an employee to the level of competence required for present job responsibilities; an effort in which the employee is subjected to attempts to change behaviour and attitudes with the objective of bringing about changes that allow for the improvement of job effectiveness through the development of job skills, knowledge and constructive job attitudes.)

DEVELOPMENT

A program or process which prepares an employee for future job responsibilities; generally, it involves promotion of the concept of self-study and improvement on the part of individual employees with the objective of providing the opportunity and the desire for self-improvement leading to improvement in the quality of individual or organizational performance (e.g. a program of accounting or organizational behaviour at a local college).

EDUCATIONAL COURSES

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

CONFERENCE/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.

STATEMENTS OF RESPONSIBILITY

1. COUNCIL

The Council of the Township of Westmeath will:

- a) Establish a formal policy outlining responsibility and procedures with respect to training and education.
- b) Establish within the annual municipal budget allowances for training and education to meet the municipalities needs.
- c) Demonstrate its support for the proper education and training of its employees through membership in the various municipal professional associations.
- d) Encourage employees to participate in educational opportunities.
- e) Encourage employees to explain and seek approval for new methods or practices learned through training.
- f) Recognize significant accomplishments of staff who attended training seminars or who are awarded professional designations.

2. CLERK-TREASURER

The Clerk-Treasurer will:

- a) Identify programs and courses along with Department Heads which will meet the overall training needs of the Township.
- b) Establish and maintain training and development records and files.
- c) Keep abreast of programs which may be of assistance to the Township.
- d) Ensure co-ordination of department training programs to avoid duplication.
- e) Liaise with education and training institutions with respect to availability of courses and need for new courses.
- f) Manage and co-ordinate training and development budgets.
- g) Recommend Department Head participation in appropriate training and development activities.
- h) Emphasize the importance of training and development as an on-going process.

3. DEPARTMENT HEAD

The Department Head will:

- a) Identify departmental training and development needs and priorities.
- b) Assist with budgeting.
- c) Maintain departmental training and development records.
- d) Develop internal departmental training as required.
- e) Evaluate training programs/activities.

4. EMPLOYEE

The employee will:

- a) Be responsible to advise department head of individual development opportunities.
- b) Participate in training activities where requested.
- c) Take advantage and make the most use of opportunities available.
- d) Realize that assistance with career development is not a fringe benefit nor an automatic entitlement.

STATEMENTS OF PROCEDURE

1. TRAINING AND DEVELOPMENT

Training and development activities may vary from informal on-the-job instruction to structured programs, course workshops and seminars offered outside the workplace either during or after regular working hours.

2. ELIGIBILITY

All municipal employees and councillors of the Township of Westmeath are eligible to participate in training and development if a need is identified.

3. APPLICATION/APPROVAL

Applications for participation in training programs shall be made to the Clerk-Treasurer by the Department Head. In the case of training and development for councillor, the individual councillor should consult with the Clerk-Treasurer to prepare a report for council of his/her application.

The Clerk-Treasurer shall refer all applications to Council with a recommendation on employee participation and an explanation of costs and how the costs relate to approved budgets. Consideration is to be made for departmental/municipal manpower requirements.

4. EXPENSES

The municipality shall assume all allowable costs associated with attendance at activities approved by Council.