

THE CORPORATION OF THE VILLAGE OF COBDEN

BY-LAW #1989-18

BEING a By-Law to adopt a Municipal Training and Development Policy for the Elected and appointed agents of the Corporation of the Village of Cobden.

WHEREAS the Council of the Corporation of the Village of Cobden considers it beneficial to adopt the policy as attached and labelled Schedule "A".

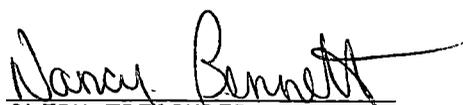
AND WHEREAS this Policy will assist the Municipality to obtain certain grant funding,

NOW THEREFORE, the Council of the Village of Cobden enacts as follows:

1. That the Reeve and Clerk be and they are hereby authorized to execute the Policy hereto attached and marked as Schedule "A" to this By-Law and to affix thereto the Corporate Seal.
2. That this by-law shall come into force on the day which it is passed.

READ a first, second and passed on the third reading this 14th day of August, 1989.


REEVE


ACTING CLERK-TREASURER

SCHEDULE A

TRAINING AND DEVELOPMENT POLICY

GENERAL STATEMENT OF POLICY

It is the policy of the Municipality of The Village of Cobden to assist its Elected officials and 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 Village of Cobden recognizes the need for, and the benefits which can serve to raise the performance level of individuals and the general quality of performance of the Municipality.

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 developmental needs of municipal employees and elected officials in accordance with individual and organizational needs, requirements and objectives.
- iii. Help enrich the work experience of municipal employees and elected officials allowing greater satisfaction and preparation for assuming increased levels of performance and responsibility.

DEFINITIONS

TRAINING

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

DEVELOPMENT

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

EMPLOYEE-INITIATED PARTICIPATION

A request by an employee or elected official 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 an individual's 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 individual.

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.

IN-HOUSE TRAINING ACTIVITIES

Programs/Courses offered or sponsored by the municipality and such organizations as O.M.M.I. which are available to municipal employees; includes on-the-job training, instruction, seminars and other municipality-sponsored activities.

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.

WORK COMMITMENT

The period of work obligation an employee is required to undertake as a condition for receiving financial assistance granted under the terms of this policy.

STATEMENTS OF RESPONSIBILITY

I. COUNCIL

The Council of the Municipality of The Village of Cobden 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. Encourage its staff members to explain and seek approval for new methods or practices which have been learned through training seminars or educational instruction.
4. Recognize the significant accomplishments of staff who attend such training seminars or who are awarded a professional designation.

II. CLERK-TREASURER

The Clerk-Treasurer will:

1. Establish and maintain central training and development records and files.
2. Identify the overall training and development programs/activities available where no appropriate departmental program exists.
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. Assist Department heads in the development and administration of departmental training activities.
7. Coordinate arrangements for employee participation at out-of-town training and development activities.
8. Approve and recommend department head participation in appropriate training and development activities.
9. Monitor the effectiveness of training and development activities and recommend appropriate changes in policy and procedure to Council.

10. Emphasize to all employees the importance of the training and development function as an on-going, continuous process.

III. DEPARTMENT HEAD

The Department Head will:

1. Identify departmental training and development needs and priorities.
2. Undertake the coordination and budgeting of internal departmental training and development programs/activities.
3. Establish and maintain departmental training and development records.
4. Develop and administer internal departmental training and development activities where specialized needs have been identified, in cooperation with the central department/individual responsible for the overall training and development function.
5. 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.
6. Assist departmental staff in achieving individual job/career ambitions of which training and development activities can be of assistance, in accordance with departmental and municipal needs, policies and overall goals and objectives.
7. Monitor the effectiveness of the Department's training and development programs.
8. Emphasize the importance of the on-going, continuous process.

IV. EMPLOYEE/ELECTED OFFICIAL

The employee/elected official 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 his/her department head.
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, now an automatic entitlement.

STATEMENTS OF PROCEDURE

I. IN-HOUSE TRAINING AND DEVELOPMENT

Training and Development:

1.0 Training and development activities may vary from short, informal on-the-job instruction and guidance to more structured programs, courses, workshops and seminars offered on an internal basis or sponsored directly by the municipality, either during or after regular working hours.

Eligibility:

- 2.0 In-house training and development activities are available, in accordance with departmental and/or municipal needs and objectives to:
- a) any full-time, permanent municipal employee;
 - b) any municipal employee (including part-time and temporary employees).
 - c) any elected official.

II. TUITION REIMBURSEMENT - EDUCATIONAL COURSES

Eligibility:

- 1.0 To qualify for financial assistance, an employee or elected official prior to enrolling in a particular course(s) of study, must:
- a) be a permanent, full-time employee of service with the municipality;
 - b) be a part-time or temporary employee, of service to the municipality;
 - c) be an elected official in good standing.
- 1.01 With the exception to 1.0 above may be allowed as approved by Council.
- 1.1 Course(s) of study requested by the employee for financial assistance must have:
- (a) A direct application to present or anticipated future 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 responsibility as approved by:
 - a) Department Head
 - b) Clerk-Treasurer
 - c) Council
- 1.3 Formal applications must be made on the prescribed form at least 2 months prior to enrollment, to the:
 - a) Clerk-Treasurer

TUITION REFUND AND EXPENSE

- 2.0 Educational courses may be taken, in accordance with departmental and/or organizational requirements and objectives, on the individual initiative of the municipal employee, and by permission of the:
 - a) Council
- 2.2 Employee-Initiated Participation
- 2.11 Participation in educational courses may be eligible for financial assistance as follows:
 - a) 100% of tuition expenses;
- 2.12 The employee or elected official will provide proof of completion (final transcript of marks or proof of 90% attendance in courses where there is no formal examination), which will be forwarded on the tuition reimbursement form to:
 - a) The Clerk-Treasurerfor the review and documentation, and authorization of refund.
- 2.13 Upon completion of the course(s) of study, the employee will complete a course evaluation form available from the:
 - a) Clerk-TreasurerThis evaluation will be maintained, for future reference, in the central records of the:
 - a) Clerk-Treasurer's Office
- 2.14 Other Expenses
 - a) All related expenses - 100% as approved by Council.

2.2 Employer-Initiated Participation

2.21 Where an employee or elected official is requested by the municipality to undertake participation in educational course(s), the municipality will, through the:

- a) Departmental Budget

assume:

- a) All expenses associated with participation in educational course(s).

2.22 The employee will provide proof of completion (Final transcript of marks or proof of 90% attendance in course(s) where there is no final examination) which will be forwarded with the tuition reimbursement from the:

- a) Clerk-Treasurer

This evaluation will be maintained, for future reference, in the central records of the:

- a) Clerk-Treasurer's Office

WORK COMMITMENT:

3.0 An agreement requiring continued employment with the municipality is required as a condition of financial assistance. The following conditions shall apply for any employee taking educational courses.

Upon completion or during the term of the course(s) of study, the employee must agree to a continuation of employment for a period not less than 1 year. In the case of termination prior to the conclusion of this period, the following refund criteria shall apply:

$$\begin{array}{r}
 \text{\$ Total Expenditure on Employee's behalf} \\
 \hline
 12 \\
 \times \\
 \text{Months Remaining in Agreement} \\
 \hline
 = \\
 \text{Amount to be refunded by the employee}
 \end{array}$$

III. CONFERENCE AND CONVENTION ATTENDANCE

Eligibility

1.1 All Municipal Employees and Elected Officials are eligible for convention/conference attendance.

Approval

2.1 Approval for participation in convention/conference attendance, must be obtained at least 2 months prior to the enrollment date from:

- a) Council

EXPENSES - See Expense By-Law

EMPLOYMENT EQUITY - See Municipal Employment Equity Policy