

Town of Greater Napanee Training and Development Policy



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Department:	Human Resources	Contact: Human Resources
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Introduction

The town of Greater Napanee (The Town) is committed to ensuring our staff have the right knowledge and abilities to perform their jobs at a high level.

In keeping with the corporate values of being an employer of choice, and to encourage continued learning among our employees the Town has implemented this Training and Development Policy (the “Policy”). This Policy provides clarity on the support available to employees to continually learn and develop in their current or future positions with the Town.

Purpose

To provide an understanding of when and how external Training and Development should be supported and reimbursed

Scope

This policy applies to all Town employees

Definitions

Training: Any formal program designed to improve knowledge and or skill and is provided by an outside agency. This includes seminars, workshops, conferences

Required Training: Training that must be completed as an expectation of the job, or in order to effectively be able to complete the job. Required training must be completed, the employee may not opt-out of the training.

Optional Supported Training: While not required to complete the employee’s existing job, the Town would receive value from having the employee take and pass the training and is willing to provide time away from work and or monetary support for the employee to take the training. An employee may choose to opt-out of this training.

Unsupported Training: Training that may or may not have value to the Town but at this time cannot be supported both in terms of time away from work or financial support.

Training Costs and Reimbursement

Required Training

- a) All time spent in training is to be compensated for at the applicable rate. Managers and Supervisors may adjust work schedules to avoid incurring additional overtime costs.
- b) All training registration fees and materials costs (books etc..) are to be covered by the Town
- c) Reasonable and economical travel costs will be reimbursed as per the Towns Travel Reimbursement Expense Policy
- d) Failure to satisfactorily complete training can result in dismissal from the role.

Note: for part-time or temporary positions financial support may be withheld for completion of a passing grade

Optional Supported Training

Optional Supported Training is at the discretion of the Supervisor and Department GM. Optional training is not required training and approval and type of support (even for the same training) may change based on available demand, operational needs and available budget. The decision to support optional training will be made based on the following factors:

- a) Benefit to the employee and the town in their current job,
- b) Benefit to the employee and Town for future succession plans
- c) Available budget – GM's should annually plan a budget for optional supported training based on the needs of the department / Town and developmental needs of their employees
- d) Operational ability to release the employee to attend training as it is offered
- e) Performance of the employee in current role

It is likely not possible to support all requests for optional supported training and as such employees should make their training requests known (the performance review process is an excellent time to discuss training requests)

GM's will need to prioritize and plan for Optional Supported Training and include it in their annual operational plans and budgets. The decision to provide Optional Supported Training rests with the GM. Support can be offered in several ways including:

- a) Full support the same as Required Training
- b) Partial support
 - Registration fees, full or partial and or,
 - Paid time to attend training, note employees are not eligible for overtime rates for Optional training and or,
 - Travel costs

Note: financial support may be withheld for completion of a passing grade

Reporting Concerns

Concerns with the administration of the Training policy should first be raised with the supervisor and appropriate GM, if an employee feels they have been unfairly treated or denied training or support unfairly they may raise their concerns directly to Human Resources.

Human Resources will review all raised concerns and provide the employee with a response to their concerns, and as appropriate implement actions to correct the situation.

Roles and Responsibilities

Employee's responsibility to attend training and apply learning on the job. Employees may also be required to share learned knowledge with other employees

Supervisors are to identify required training for the position and make recommendations to the GM for Operational supported Training.

GM's are required to analysis the training needs for their department, and plan and budget accordingly to support on-going learning and development of their staff.