

POLICY	
Policy Number: CORP2020-009	Date Approved: June 2016
Department: Corporate	Date Reviewed: October 2020
Education, Training and Development	

1. **Policy Statement**

It is the Policy of the Town of Kirkland Lake to encourage all permanent staff to participate in education and training to support their duties and responsibilities with the Town.

2. **Purpose**

Staff Education, Training and Development is a joint responsibility of the Town and the Employee. While Employees have an obligation to maintain competency and qualifications in their field, the Town also recognizes an obligation to support these growth and development efforts.

3. **Scope**

This Education, Training and Development Policy applies to all employees of the Town who meet the eligibility criteria.

4. **Definitions**

Training & Development: means any attempt to improve current or future employee performance by increasing the employee's performance through learning, by provoking the employee's perspective and/or increasing the employees' skills and knowledge.

Education: means the process of receiving or giving systematic instruction at a training venue, school or post-secondary institution resulting in a certificate, diploma or degree.

Mandatory: means required by the Employer, law or rules; compulsory.

Discretionary: means a decision determined at the Director's discretion or judgment.

5. Policy & Procedures

Where a Director deems it necessary to send an employee to educational or training in the interest of the Town, or a Director approves discretionary education or training, attendance at such course shall involve no expense to the employee for tuition fees, books, transportation and related salary while on course, as long as proof of successful completion is submitted to the relevant Director.

ELIGIBILITY CRITERIA

1. Satisfactory completion of probationary period;
2. Satisfactory performance and attendance as determined by the Director.

REIMBURSEMENT

Where a Director requires mandatory and/or approves discretionary training which is determined to be beneficial to the Corporation, the Town may pay expenses relating to course fees, tuition, books, travel, accommodation and associated fees up to a maximum amount of \$2,000 per year. Wages while in attendance at the training is in addition to the annual maximum amount of \$2,000 per year .

Reimbursement will be provided to an Employee after successful completion of the training and/or courses within the approved training program by submitting a paid receipt and proof of successful completion to the Department Director.

Payments to an Employee will be forgiven over a two-year period following the successful completion of the training as follows:

- If the employee continues to be employed by the Town twelve (12) months after successful completion, the Town will forgive 50% of the total reimbursement paid to the employee.
- If the employee continues to be employed by the Town twenty-four (24) months after the successful completion, the Town will forgive the remaining 50% of the total reimbursement paid to the employee.

For clarity, if the Employee voluntarily leaves the employ of the Town anytime during the twenty-four (24) month repayment period, the Employee shall repay to the Employer, 100% of the monies paid to the Employee within the first twelve (12) months and 50% of the monies paid to the Employee within the second twelve (12) month period. After twenty-four (24) months from the successful completion of the

training, the Employee shall not be required to repay any amount to the Employer for payments made relating to training.

APPLICATION & APPROVAL PROCESS

1. Employees are required to complete an *Application for Training form* to apply for Discretionary Training or Conference opportunities with as much advance notice as possible.
2. All applications require the approval of the Employee's Supervisor (if applicable) and Department Director.
3. Upon approval, the Employee may proceed to register for the training.
4. Employees are required to pay for the training and associated fees and then will be reimbursed in accordance with the process defined above. Under extenuating circumstances, exceptions may be made. All exceptions must receive prior approval from the Employee's Director before registration.
5. This Policy shall apply only to one (1) time training opportunities to advance and enhance an Employee's skills, knowledge and performance. Routine and regular credentialing is not eligible.

REQUIRED QUALIFICATIONS AT HIRE

In the event an Employee is hired who does not have the qualifications for the position to which the person has been hired and the Town requires that such qualifications shall be obtained, the Human Resources Division shall require the Employee to sign an Employment Agreement obligating the Employee to complete the requirements within a reasonable time frame. This Agreement shall be a Condition of Employment. Failure to complete the requisite training shall constitute a breach of the Employment Agreement and may result in termination of employment.

This Employment Agreement shall be signed prior to engagement and shall be inserted into the Employee's personnel record.

ELECTED OFFICIALS ATTENDING SEMINARS OR CONFERENCES

Elected or appointed officials attending any seminar or conference must submit a written report at the time when filing the expense report. That report shall be distributed to the Mayor and Members of Council.

If one or more persons attend the same conference, individual reports are required.

6. Summary

Directors may determine it to be necessary to enroll an Employee in an education or training program or approve discretionary education or training requested by the Employee. Attendance at education and/or training programs shall include no expense to the employee for tuition fees, books, transportation and related salary while on course, and may be reimbursed for specific expenses up to a maximum amount of \$2,000 per year. These amounts shall be forgiven over a two-year period following the successful completion of the training.