

POLICY TITLE

Staff Training

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TITLE: STAFF TRAINING

The Town of Amherst recognizes the necessity of, and benefits from, the regular upgrading of the qualifications and skills of its employees. Therefore, the Town subscribes to the principle that staff training and development should be encouraged.

OBJECTIVES

The objectives of this policy will be to

- 1) Ensure the continued growth in skills and abilities of members of town staff, so as to ensure that these employees are capable of using the best practices and techniques in the conduct of town business.
- 2) Establish the basis for staff training in the Town of Amherst.
- 3) Provide a method of meeting the training needs of employees in accordance with town requirements.

STATEMENT OF RESPONSIBILITY AND PROCEDURE RELATING TO THE POLICY OF STAFF TRAINING

1. Chief Administrative Officer's Responsibilities

The Chief Administrative Officer will coordinate training activities throughout the Town; monitor the effectiveness of the Town's program; recommend revisions in policy or changes to Council; and assist the Department Heads to implement policies.

The Chief Administrative Officer will:

- (a) Liaise with training institutions and relevant organizations to determine programs available;
- (b) Inform Department Heads and others of programs available;
- (c) Establish training files and records;
- (d) Monitor the effectiveness of Training Programs;
- (e) Coordinate and administer the training budget;
- (f) Recommend changes in the training policy;

- (g) Assist Department Heads in the development and implementation of training activities;
- (h) Approve and recommend the participation of Department Heads in training programs or activities.
- (i) Advise Council of training activities and the progress of students.

2. Department Head's Responsibilities

The Department Head will coordinate training programs within the Department; discuss programs with other Department Heads; monitor the effectiveness of the Department's programs; and assist staff.

The Department Head will:

- (a) Be responsible to the Chief Administrative Officer for the inclusion of sufficient funds in the Department's budget for training programs;
- (b) Monitor the effectiveness of programs to ensure staff possess the skills to meet the job demands, as well as future requirements;
- (c) Ensure all courses taken are recorded on the employee's file;
- (d) Emphasize the need for ongoing training of staff and ensure that staff training is undertaken in a planned fashion, so as to maintain an effective workforce;
- (e) Evaluate annually all training activities to assess their effectiveness in terms of performance, and transmit any recommendations to the Chief Administrative Officer;
- (f) Provide apprenticeship training, unique to departmental needs.

3. Employee's Responsibilities

Employees shall be responsible for initiating development opportunities and for increasing their effectiveness in their present positions, as well as preparing for future advancement. In some cases, the employee's commitment may involve upgrading skills in ones spare time.

The Employee will:

- (a) Make use of the staff training opportunities available;
- (b) Apply oneself to develop one's personal and professional potential;

- (c) Expect to make a personal contribution towards one's own development;
- (d) Recognize that assistance with personal development is not an entitlement nor a reward for service;
- (e) Complete an evaluation report on any training activity and forward it to the Department Head.
- (f) Agree to the Return to Work commitment.

4. General Procedures

For all training activities, applicants will be selected on the basis of identified municipal and individual needs, assuming staff meet requirements.

- (a) Town employees may either:
 - (i) Be requested to participate in training courses;
or
 - (ii) Request to participate in training courses with or without the assistance of the Town.

(b) Application

All employees who are applying or are requested to participate in training courses will complete the form "Application for Training" (Appendix A) in consultation with their supervisor. All details should be attached to the application.

(c) Criteria for Approval

Approval for participation must be obtained prior to commencement of the Program. Approval and authorization may be granted in accordance with the following criteria.

- (i) Evaluation Reports Courses, Seminars, Conferences,
etc.

Employees whose registration fees for attendance at courses, seminars, and conferences are paid by the Town are requested to complete an evaluation report on the Course, Seminar, or Conference attended. These reports are to be submitted to the Department Head for comment, and passed on to the Chief Administrative Officer for review. Following review, all reports will be filed in the personnel file for future reference.

(ii) Guidelines for Reimbursement

- (1) Application for tuition reimbursement must be submitted prior to commencement of the course;

(2) Reimbursement levels are noted in Section 4, Categories of Training.

(3) Original tuition receipts must accompany final transcript of marks (where applicable). No reimbursement will be granted in cases where the employee has failed to attain a passing grade in a course.

(4) Part-time or seasonal employees will not normally be eligible for reimbursement of tuition fees, etc.

5. Categories of Training

(a) Correspondence Courses

Approval: Department Head and/or Chief
Administrative Officer

The Town will pay ½ of the cost upon registration, and the remainder upon successful completion of the course.

(b) Out of Town Courses, Workshops and Seminars

Approval: Department Head and/or Chief
Administrative Officer and/or
Council Committee Chairperson

The Town will reimburse the employee for direct travel expenses (in accordance with the Town's Travel Policy) and direct tuition on courses for which prior approval is obtained. The employee is allowed time off with pay for the duration of the course.

(c) Conferences

Approval: Department Head, if included in yearly budget, and/or Chief Administrative Officer and/or Town Council

Conference attendance is to be included in the annual budget. Expenses will be paid in accordance with the Town's Travel Policy. If the Conference is not included in the Budget, approval must be obtained from the Chief Administrative Officer and Town Council.

6. Training Requiring Leave of Absence

To be eligible, an employee must have been a member of the staff of the Town of Amherst for no less than five years prior to the application. The training is to be in a field directly related to current responsibilities, or to municipal administration. The employee may be eligible to receive full salary.

7. Return to Work Commitment

(a) When Required

The following conditions will apply to an employee when the cost of registration, tuition, materials, and where applicable travel and living expense exceeds \$500.

(i) Over 10 Years Continuous Service

Return to work commitment to be negotiated between the employee and the Chief Administrative Officer.

(ii) Over 5 Years of Continuous Service

The employee will remain with the Town for at least six months following the completion of the course. In the event of separation prior to this date, the refund required from the employee to the Town will be as follows:

Amount expended X months not served = Repayment

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(iii) Under 5 Years Service

Conditions as in above, except the employee shall undertake to remain for 12 months. The outstanding amount is then calculated by the following formula:

Amount expended X months not served = Repayment

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TOWN OF AMHERST	
APPLICATION FOR TRAINING	
NAME: _____	DEPARTMENT: _____
DATE HIRED: _____	POSITION TITLE: _____
EDUCATIONAL BACKGROUND: _____	
NAME OF COURSE OR SEMINAR: _____	
INSTITUTION/LOCATION: _____	
DESCRIPTION OF COURSE/SEMINAR: _____	
DATES/LENGTH: _____	APPROX. COST: _____
STATE WHY YOU THINK THIS COURSE/SEMINAR SHOULD PROVE BENEFICIAL BOTH TO YOURSELF AND THE TOWN:	
REASON FOR RECOMMENDATION: _____	
EMPLOYEE'S SIGNATURE _____	
DEPARTMENT HEAD'S SIGNATURE _____	
CHIEF ADMINISTRATIVE OFFICER _____	