

COUNCIL POLICY

Policy Title: TRAINING & DEVELOPMENT	Policy Number: OFF-1900
Approved by: Council RM of Fisher	Date of Most Recent Approval:
Date of Original Approval: September 21, 2017	Supersedes/Amends Policy Dated:
<i>DISCLAIMER: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i>	

Purpose

The RM of Fisher believes that its employees represent its greatest asset. By providing opportunities and financial support for training, the municipality aims to ensure that all of its employees are in possession of the knowledge, skills and experience necessary to perform their jobs to the highest standard. Employee education and development is a cost to the Municipality. The RM is prepared to invest that cost in our employees because we believe that the benefit to the RM and to our employees will be worth the investment.

This policy sets out what the RM of Fisher may offer employees through training and development opportunities aimed at promoting the growth of individuals.

Scope

This policy applies to all employees of the RM of Fisher who require the necessary education and training to perform their jobs and for those who wish to continue their education in a way that relates to the needs and requirements of their current or future employment with the RM.

Definitions

Application Guidance for External Training

The CAO will consider requests for and may propose staff attendance at training events in accordance with both RM needs and those of the staff member(s) concerned.

All staff should gain the approval of the CAO before applying for funding. If an employee wishes the RM to pay for development courses or programs, he or she needs to put the request in writing and ask for approval before enrollment. If approved, the employee will be required to pay the cost upfront and will be reimbursed upon successful completion. Funding cannot be guaranteed if sought retrospectively.

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To Be Considered For Additional Education:

- there must be a need for the skills;
- the person to receive the education must have the minimum qualification skills, abilities, knowledge and/or experience that are necessary;
- if internal training, there must be available internal resources to do the education (e.g. a trained trainer who has the time available).

Principles

For Municipal paid programs, the employee must be prepared to invest the time and energy to pass the course. All programs that require pass/fail or other marks will not be paid by the Municipality unless the request for reimbursement is accompanied by proof of passing the course.

Accountability

High standards will only be achieved when all employees accept their individual responsibilities.

Employees are expected to carry out studies/course work on their own time, outside regular scheduled office working hours. Employees requiring use of RM computers for course work, may request access through the CAO with the understanding use will not interfere with scheduled work duties.

Co-Operation

No policy on the training and development of staff can succeed without the total involvement and co-operation of all staff involved.