

## 1. Purpose

The purpose of this policy is both to enhance employee engagement and commitment to the Town of Mahone Bay as an employer by supporting their training aspirations and to ensure the Town continues to provide excellent service to residents through continuing professional development.

This policy does not apply to mandatory training.

## 2. Definitions

Training and Development May include formal training, cross-training, work experiences, job networking or seminars and conferences to update and enhance the skills/ knowledge necessary to make a continuing contribution to the work of the Town of Mahone Bay, in current and future roles.

Short Term Course Individual formal course of study that is completed in a short period of time and is focused on specific skills in order to enhance the capacity of the employee's existing position.

Long Term Course An education program where a series of courses are taken that result in a degree, license or credential.

Full Time Employee An employee who is filling any regular full-time position year-round and who has successfully completed the probationary period.

Part Time Employee An employee who is filling any part time position year-round and who has successfully completed the probationary period.

## 3. Objectives

The objective of this policy is to support training and development activities for employees, both inside and outside of their regular duties. Such training and professional development activities include, but are not strictly limited to:

- a) Short term courses;
- b) Seminars and conferences;
- c) Long term training and development that results in a degree, license or credential.

## 4. Responsibilities

### Management

Create and foster an environment that facilitates and enhances the skills training, resource sharing and career development of employees by:

- Reviewing future needs and examining the need for employee development initiatives.
- Providing job-specific training as required.
- Identifying succession planning candidates and working with staff to determine potential opportunities for training and development.
- Inform staff of upcoming training and development opportunities.
- Review and approve requests for training and development.

### Employees

Take the primary responsibility for managing their professional development by:

- Reviewing current skill sets, training and development needs for maintaining current knowledge and meeting the needs for succession within their current role, determining logical and appropriate avenues for training and development, and applying/requesting training and development as needed.
- Suggest possible training and development opportunities as appropriate.

## 5. Guidelines for Employees

Town of Mahone Bay employees may either:

- Be requested to participate in training/courses/cross training; or
- Request to participate in training/courses/cross training.

The following conditions apply in order for Town employees to be eligible for training or professional development:

- Must be a full time or part time employee;
- The training or course is to be directly related to the employee's current position to improve job performance and productivity or in consultation with management training deemed necessary for future roles;
- Desired training and/or courses (long term and short term) must be discussed and approved by the employee's manager.

### Application

Employees who would like to take long term courses must be doing so with the intention to enhance their skills/knowledge in order to make a continuing contribution to the work of the Town of Mahone Bay in current and future roles. Employees will complete the Application for Training form (see Schedule A) in consultation with their manager and submit to the CAO for final approval. Detailed

descriptions of course content and requirements should be attached to the application.

## 8. Guidelines for Financial Support

### Training and Development and Short-Term Courses:

- Participation in approved training and development and short-term courses is fully funded by the Town of Mahone Bay.
- Employees who are required to travel for short-term courses, training, seminars or conferences will be accommodated through the Town's Travel Expense Policy.
- Employees will be granted time away from work to participate in training and development and short term courses.
- For operational reasons, management will make a decision on who can participate in training and/or courses when there are requests by multiple staff.
- If the employee does not successfully complete training, they will be expected to repeat the course at their own expense.
- If the employee voluntarily leaves the employ of the Town within 6 months of completion of the course, the employee may be required to reimburse the Town for the cost of the course.

### Long Term Courses:

When professional development involves the employee obtaining a degree, license or credential the following guidelines apply:

- Within the employee's commitment to obtain a degree, license or credential, the Town will pay the cost of the long term course once the employee's Application for training has been approved.
- After the employee has completed the course they are required to provide a transcript/proof of completion (course grade) from the training institution to the Town. If the employee does not successfully pass the course they will be expected to repeat the course at their own expense. If the course is being repeated it must be done within a reasonable amount of time. What is considered reasonable will be discussed with and decided on by the employee's manager.
- If the employee voluntarily leaves the employ of the Town within one year of completing a long term course, the employee may be required to reimburse the Town for the cost of the course.

## 9. Budget Allocations

Council will determine the budget allocation for employee professional development through the Town's annual budget process. Where the budget allocation is sufficient, each Town employee is eligible for up to \$1,500 to support their professional development each fiscal year; should insufficient funds be allocated managers will require the approval of the CAO before approving employee applications

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	April 14, 2020
Date of Passage of Policy	April 30, 2020
_____	_____
Town Clerk	Date



