



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**HUMAN  
RESOURCES**

**POLICY NUMBER: HR 09**

<b>POLICY TITLE: TRAINING AND STAFF DEVELOPMENT</b>	<b>Page 1 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>12.03.183</b>

**PURPOSE:**

To establish criteria and guidelines on how employees may receive training.

**POLICY:**

The Municipal District recognizes the need and importance of staff development, and supports and encourages educational development of all staff where it is advantageous to the MD and the employee.

1. The Manager of Human Resources will review all requests from employees, to attend direct and indirect job related courses, conferences, seminars, workshops, or conventions.
2. Employees will receive written and prior approval of their supervisor and the Manager of Human Resources prior to attending any courses, conferences, seminars, workshops or conventions.
3. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their supervisor and the Manager of Human Resources will do so at their own expense, and will not be reimbursed for costs they incurred.
4. The Municipal District will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with the Travel and Subsistence Policy.
5. Any employee wishing to attend a conference outside the province must obtain prior approval from the C.A.O. A request to attend a conference outside of the country must obtain Council approval.
6. All employees directly working with Boards and/or Committees may be authorized to attend conferences and/or conventions associated with that Board and/or Committee, subject to the approval of the Board or Committee, the employee's supervisor and the Manager of Human Resources.
7. Employees may attend other conferences or conventions if approved by their supervisor and the Manager of Human Resources.
8. Sufficient funds must be in the current years' budget to offset all related costs for attending courses, conferences, seminars, workshops or conventions.

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9. Employees wishing to take a course of study must submit a completed Individual Development Plan form which must be authorized by their supervisor, Department Director and the C.A.O. prior to completing the request to attend the courses. Employees who resign or retire from the Municipal District prior to completing a course(s) or within six months following a final exam(s) will be required to refund the registration and material costs for the last course(s) in which they were registered in the last six months. In addition, if an employee resigns or retires from the Municipal District within one year of completing the course of study, or if he/she does not complete the course of study within the timelines specified (or an approved extended timeline), they will reimburse the Municipal District 50% of the total registration and material costs.
10. Courses requiring educational leave will be dealt with in accordance with the Personnel Policy.
11. Employees wishing to attend a course or take a course of study not directly related to his/her position but beneficial to the MD may receive approval with a cost-shared agreement as approved by the C.A.O.
12. All cost-shared agreements will be approved by the C.A.O. prior to completing the requests to attend the courses.
13. The Municipal District will pay the enrollment expenses and related costs, and will reimburse employees for all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s) and the submission of bona fide receipts.
14. If authorized attendance is not used as an opportunity to learn and participate on behalf of the Municipal District, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
15. The Municipal District will pay the employee's membership fees directly related to their job.

( Original signed copy on file)

REEVE

C.A.O.