

Title: Employee Apprenticeship Training

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MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of this Policy is to establish criteria and guidelines related to Greenview providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal status.

DEFINITIONS

Apprentice - a person who is learning a trade from a skilled employer, having agreed to work for a fixed period at a percentage of a Journeyman's wage.

Journeyman Red Seal - An experienced, certified, and competent trades' person.

POLICY

1. Greenview promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized by the Province of Alberta.
2. Greenview recognizes that sessions for the completion of Journeyman status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year for up to 4 years.
3. Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship program, will permit the employee to advance from the apprentice status to Journeyman status.
4. Greenview may provide income support to an apprentice employee when attending technical training courses as follows:
 - a. If the employee receives Employment Insurance (EI) benefits while attending the technical training courses, Greenview may provide supplemental income support in an amount permissible by EI guidelines to supplement the EI benefits the employee receives, less deductions and withholdings required by law.

OR

Greenview may pay the employee their regular salary for the period while the employee is taking apprenticeship courses at a technical training institute, less deductions and withholdings as required by law.

- b. Greenview may provide a vehicle to the employee for agreed upon travel to and from the technical institute. Alternatively, Greenview may reimburse the employee for return travel from Greenview's Head Office or Sub-Offices to the technical training institute at the annual per kilometer rate set by Greenview's Council, if the employee uses their personal vehicle, or such other rate as permitted by the Canada Revenue Agency and adopted by Greenview.
 - c. Greenview may pay the employee's registration and tuition fees for the required courses.
 - d. Greenview may pay for the employee's lodging at the technical institute in the on-site Dorm Style Cooking Units while the employee attends the technical training courses, or provide a lodging allowance of similar value to the employee.
 - e. Due to the extensive amount of time the apprenticeship program requires the employee to be away from their normal duties and the extensive cost involved, Greenview may provide a meal allowance at 50% of the current daily meal allowance for 5 days per week for the duration of the annual training.
5. This Policy does not guarantee any specific amount of Income support from Greenview.
 6. Within any given year, Greenview may restrict the number of apprentices it permits to attend courses at technical institutes.
 7. At no time is the employee to abuse the opportunity for apprenticeship course training and Income Support or benefits provided by Greenview for such purposes.
 8. When an apprentice fails to comply with the provisions of this policy, Greenview may take disciplinary action up to and including termination of employment.

PROCEDURE

1. Apprenticeship employee attendance at technical training depends on the operational and other requirements of Greenview.
2. The apprentice employee will work and cooperate with Greenview management in obtaining advance approval for the time necessary to attend technical training courses for his or her apprenticeship.
3. Prior to Greenview providing approval for an employee to attend an apprenticeship program, the employee is to provide Greenview with confirmation of acceptance for such training at a recognized technical institute in Alberta.
4. The employee is required to successfully complete the courses for the apprenticeship training. Shortly after each session of technical training attended, evidence of successful completion of the apprenticeship courses will be provided to Greenview by the employee for their Personnel File.

5. An employee who attends a technical training sessions is expected to make a reasonable effort to successfully complete the required courses to pass each level of apprenticeship training to attain the Journeyman status.
6. When an employee fails to successfully complete a session of technical training courses, Greenview may require the employee to reimburse the organization for the Income Support provided. Any extenuating circumstances may be taken into consideration by Greenview.
7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute which is closest to Greenview's Head Office or sub-offices. Other technical training institutes may be authorized by Greenview.
8. When an employee is attending apprenticeship courses, Greenview will continue to provide group benefits and Local Authority Pension Plan (LAPP) to the employee during the time away from work. Employees are responsible to pay their share of the costs for such benefits. Or the employee has the option to opt out of the LAPP if the employee receives income support via Employment Insurance (EI). At all times, the provisions, rules and procedures of the group benefits plans and the LAPP will apply.
9. The apprentice employee remains a Greenview employee while they are attending courses under the apprenticeship program.
10. Unless advised otherwise by Greenview, upon completion of a session of technical training, the employee will return to his or her duties at Greenview.
11. After each technical course session that the employee attends where Greenview provides Income Support, Greenview will advise the employee, in writing, of the total Income Support provided for that session.
12. Considering the significant investment that Income Support for employees undertaking apprenticeships entails, Greenview will seek assurances, in writing, that the employee will return to work following their attendance at each session of technical training.
13. Each time Greenview provides the employee with Income Support up to \$5,000.00 to attend an apprenticeship training session of 8 weeks (more or less), the employee is required to continue to work for Greenview for a period of 1 year from the end of the session of the technical training. Otherwise the employee is required to reimburse Greenview for the Income Support on a prorated basis for the time the employee does not continue working for Greenview during such 1 year time period, and such is a debt is legally due and owing to Greenview by the Employee.
14. In the event that an employee does not return to work for Greenview after a session of technical training ends, or in the event the employee resigns from Greenview within 1 year from the end of each session of technical training, or employment is terminated for just cause within 1 year from the end of each session of technical training, the employee will be required to reimburse Greenview for the cost of the Income Support on a pro-rated basis based on the total amount of the income support provided by Greenview for each technical training session. Such sum shall become immediately due and owing upon the termination of employee's employment with Greenview and the debt become legally due and owing to Greenview by the employee.

15. The apprentice employee is required to sign a letter or other documents which details the terms and conditions for attending technical training courses and receiving income support from Greenview during that training period.