

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 7

**POLICY STATEMENT:**

The County of Renfrew recognizes the importance of training and development of staff and encourages training and development in the following areas:

- Training of new employees.
- Improving the performance of experienced employees.
- Solving operational problems.
- Developing employees for the future.

This policy covers only training and development judged as directly and specifically related to the employee's work. Each employee that is approved for training is to provide new and pertinent information from the training to his or her supervisor for consideration by the Supervisor in terms of its applicability to improving procedures and/or practices at the County of Renfrew.

**PROCEDURE:**

1. For the purpose of this policy, staff training and development is grouped into the following four (4) categories:
  - PART A** Training and Development Outside Regular Working Hours.
  - PART B** Training and Development Requiring a Leave of Absence for Periods of Fifteen (15) Working Days or Less.
  - PART C** Training and Development Requiring a Leave of Absence in Excess of Fifteen (15) Working Days.
  - PART D** In-House Training and Development.
2. Except under specific extenuating circumstances that may be approved by Council, if an employee fails to successfully complete the sponsored program of study, or fails to remain with the County for the period of time committed, the County may recover from the employee the total amount of money incurred in sponsoring the employee.
3. PART A: Training and Development Outside Regular Working Hours:
  - (a) Eligibility:
    - (i) Reimbursements are available to any full-time or regular part-time employee in good standing.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 7

- (ii) The employee is required to make a written statement expressing intent to remain with the County for a period of three (3) years following completion of the course of study.
- (iii) The resignation or discharge of an employee during the course of study automatically terminates the eligibility for benefits under this policy.
- (b) Conditions and Procedures:
- (i) The course must be job-related and offered by a recognized institution.
- (ii) Course attendance is on the employee's own time and should not interfere with his/her regular job.
- (iii) A completed Staff Training and Development Form (Appendix A or B) detailing the course must be approved by the Department Head.
- (iv) A separate form is completed for each individual course subject and must include a full description and details of the course.
- (v) an approved copy of the Staff Training and Development Form must be forwarded by the Department Head to the Finance Department and another copy to the Human Resources Department for inputting into the Great Plains system and placing on the employee's personnel file.
- (c) Approval:
- (i) Departmental funds for staff training and development are approved by Council at the beginning of each fiscal year.
- (ii) To be eligible for reimbursement, approval for specific courses must be granted by the Department Head prior to enrolment.
- (iii) Each course is approved individually.
- (d) Funding and Reimbursement (Appendix C):
- (i) Full registration and/or tuition fees may be reimbursed if, within sixty (60) days of completion of the course:
- The employee submits evidence of his/her earning of a passing grade for the course.
  - The employee submits a valid receipt showing the registration and tuition fee paid at the time of enrolment.
- All costs for books, materials, and equipment required for the course that are not included in the registration fee, are incurred by the employee.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 7

- (ii) The request for payment is completed by the Department and forwarded, along with the appropriate receipts and verifications as noted above, to Finance.
- (iii) All records and commitment agreements become part of the employee's personnel file and are retained by the Human Resources Department.

4. PART B: Training and Development Requiring a Leave of Absence of Fifteen (15) Working Days or Less:

(a) Eligibility:

- (i) Sponsorship is available to any full-time or regular part-time employee in good standing.
- (ii) The employee is required to make a written statement expressing intent to remain with the County for a period of three (3) years following completion of the course of study.
- (iii) The resignation or discharge of an employee during the course of study automatically terminates the eligibility for benefits under this policy.

(b) Conditions and Procedures:

- (i) The course must be job-related and offered by a recognized institution.
- (ii) While on leave of absence, an employee is eligible to receive full salary and all benefits.
- (iii) A completed Staff Training and Development Form (Appendix A or B) detailing the course must be approved by the Department Head who informs the employee of the decision made.
- (iv) An approved copy of the Staff Training and Development Form must be forwarded by the Department Head to the Finance Department and another copy to the Human Resources Department for inputting into the Great Plains system and placing on the employee's personnel file.

(c) Approval:

- (i) Department funds for staff training and development are approved by Council at the beginning of each fiscal year,
- (ii) To be eligible for reimbursement, approval for specific courses must be granted by the Department Head.
- (iii) Each course is approved individually.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 4 of 7

(d) Funding and Reimbursement (Appendix C):

- (i) Full registration and/or tuition fees may be reimbursed if, within sixty (60) days of completion of the course:
  - The employee submits evidence of his/her earning of a passing grade for the course.
  - The employee submits a valid receipt showing the registration and tuition fee paid at the time of enrolment.

All costs for books, materials, and equipment required for the course that are not included in the registration fee are incurred by the employee.
- (ii) The request for payment is completed by the Department and forwarded, along with the appropriate receipts and verifications as noted above, to the Finance Department.
- (iii) Expenses such as transportation, per diem allowance, accommodation, and registration and/or tuition fees are incurred by the County as outlined in Corporate Policy F-02 – Conventions and Seminars.
- (iv) All records and commitment agreements become part of the employee's personnel file and are retained by the Human Resources Department.

5. PART C: Training and Development Requiring a Leave of Absence in Excess of Fifteen (15) Working Days:

(a) Eligibility:

- (i) Sponsorship is available to any full-time, permanent employee in good standing, who has completed three (3) years of continuous service prior to the date on which the leave of absence is requested.
- (ii) The employee is required to make a written statement expressing intent to remain with the County following completion of the program of study for a period of five (5) years.

(b) Conditions and Procedures:

- (i) The course must be job-related and offered by a recognized institution as determined by the Employer.
- (ii) While on leave of absence, an employee is eligible to receive up to one-hundred percent (100%) salary and all benefits including applicable general salary adjustments with the exception of the following:

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 5 of 7

- Sick leave is not accrued during the leave of absence.
  - The Department Head and Human Resources Department shall recommend to Council the percentage of salary and benefits to be paid.
- (iii) During normal school breaks, the employee is required to return to his/her regular position with the County.
- (iv) A completed Staff Training and Development Form (Appendix A or B) detailing the course must be approved by the Department Head.
- (v) The form is then presented to Council for final disposition. After disposition, the form is returned to the Department Head who informs the employee of the decision made; a second copy is forwarded to the Human Resources Department for inputting into the Great Plains system and placing on the employee's personnel file.
- (vi) A separate form is completed for each individual course and must include a full description and details of the course.
- (vii) If the program of study extends beyond one year, each additional year of study must be resubmitted for approval prior to enrolment in that year.
- (viii) While it is the County's intention to continue supporting the full program of study for which prior approval was given, the County reserves the right to re-assess its decision and to withdraw its sponsorship at any given time.
- (c) Approval:
- (i) Departmental funds for staff training and development are approved by Council at the beginning of each fiscal year.
  - (ii) Approval for specific courses is granted by the Department Head and Council prior to enrolment.
  - (iii) Each course is approved individually.
- (d) Funding and Reimbursement (Appendix C):
- (i) Every effort is made by the employee to obtain subsidies, scholarships, or bursaries. Where such subsidies, bursaries, or scholarships are received, the value of the awards is deducted from the amount the County would have otherwise incurred in sponsoring the employee.
  - (ii) Full registration and/or tuition fees may be reimbursed if, within sixty (60) days of completion of the course:
    - The employee submits evidence of his/her earning of a passing grade for the course.

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 6 of 7

- The employee submits a valid receipt showing the registration and tuition fee paid at the time of enrolment.

All costs for books, materials, and equipment required for the course that are not included in the registration fee, are incurred by the employee.

- (iii) The request for payment is completed by the Department and forwarded, along with the appropriate receipts and verifications as noted above, to the Finance Department.
- (iv) Except under specific extenuating circumstances that may be approved by Council, if an employee fails to successfully complete the sponsored program of study, or fails to remain with the County for a minimum of two years following completion of the course, the County recovers from the employee the total amount of money incurred in sponsoring the employee.
- (v) All records and commitment agreements become part of the employee's personal file and are retained by the Human Resources Department.

6. PART D: In-house Training and Development:

- (a) In-house training and development may be made available to any employee of the County.
- (b) This kind of training and development may vary from informal instruction, guidance, or counseling, to more formalized in-house orientation programs, skill workshops, or development courses and seminars.
- (c) Approval:
  - (i) If resources are purchased outside of the County, funds for this purpose must be approved by Council at the beginning of each fiscal year.
  - (ii) Where training or development requires a leave of absence from the work site, prior approval is obtained from the Department Head.
- (e) All costs for training and development, plus expenses for books, materials, and equipment, are incurred by the County unless otherwise specified.

**APPENDIX A:**

Form F-01A: Staff Training Form

**APPENDIX B:**

Form F-01B: Group Staff Training Form

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> F-01
<b>POLICY:</b> Staff Training and Development			
<b>DATE:</b> MAY/84	<b>REV. DATE:</b> FEB26/15	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 7 of 7

- APPENDIX C:**
- Form F-01C: Travel Expense Form – General**
  - Form F-01D: Travel Expense Form – Public Works**
  - Form F-01E: Travel Expense Form – Renfrew County Housing Corp.**