



## BIG LAKES COUNTY

<b>TITLE:</b>	<b>Staff Development</b>
<b>APPROVED BY COUNCIL:</b>	<b>May 27, 2015</b>
<b>EFFECTIVE DATE:</b>	<b>May 27, 2015</b>
<b>POLICY NO.</b>	<b>Admin-49</b>
<b>LEGAL AUTHORITY:</b>	

### POLICY STATEMENT

Big Lakes County is committed to achieving both individual employee and organizational success by developing and utilizing an employee's individual and collective skills and talents. This policy establishes criteria and guidelines on how employees may receive training. Big Lakes County recognizes the need and importance of staff development, and supports and encourages educational development of all staff where it is advantageous to the County and the employee. The following framework is important to support this policy:

### POLICY

#### General Provisions:

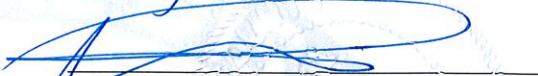
- Ensure employees have fair and equitable access to staff development opportunities based upon mutual interests of employees and the needs of the County
- Supporting job enhancement through a broad array of opportunities for employees to develop within their careers
- Encouraging employees to develop their skills and learning for application in present and future work, as well as for opportunities across the organization
- Recognizing the evolving nature of public services, combined with the talents of employees, to sustain growth opportunities for the individual, the organization and the community
- Planning to ensure adequate resources are in place to support staff development opportunities, succession planning and reduce attrition
- Actively sharing learning with others through a variety of creative venues that are appropriate to meet individuals' learning needs.

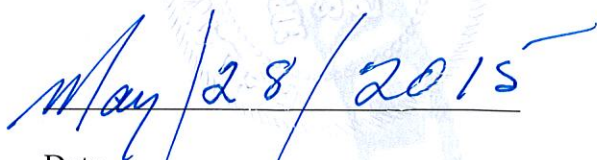
#### Approval Process:

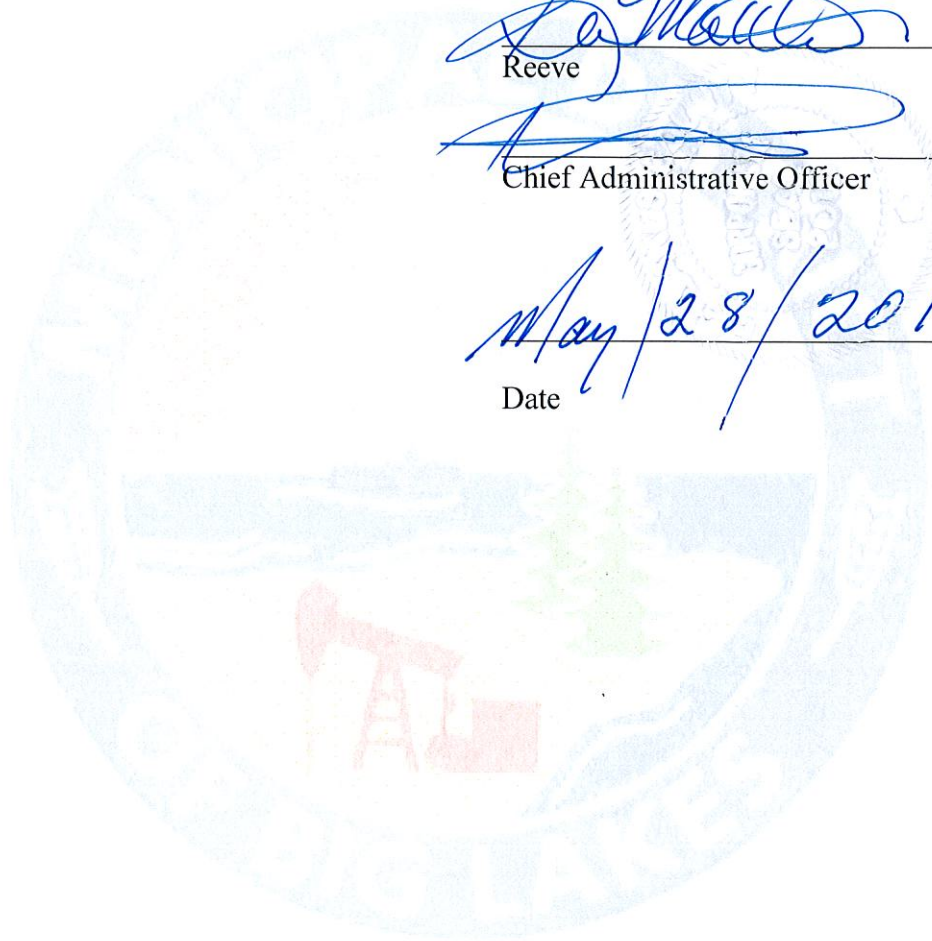
1. All attendance and related expense for any type of short and long term training or conference and seminar attendance must have the prior approval of the Chief Administrative Officer or Chief Financial Officer

2. Employees must obtain approval from their immediate supervisor prior to applying or registering for any conference, training session or a "Course of Study". (Schedules A and B attached).
3. The immediate Supervisor will forward the request to the department Director.
4. The Director will ensure that funds were budgeted and obtain approval for the employee to attend, in and out of the province, from the Chief Administrative Officer.
5. Out of Country Attendance and Travel must receive Council approval.
6. An employee who attends a conference or course without prior approval will have to pay all expenses themselves and utilize vacation time to attend.
7. The County will pay all registration, travel, hotel, meals and related costs for permanent employees to attend approved courses, conferences, seminars, workshops or conventions in accordance with Admin-10, the Subsistence and Travel Policy. This does not apply to apprenticeship positions. (Schedule A and B attached.)
8. Apprentice positions will be compensated through an "Apprenticeship Agreement" with the employee. (Schedule C attached.)
9. 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 employee's supervisor and the CAO.
10. Sufficient funds must be in the current years' budget to offset all related costs for attending courses, conferences, seminars, workshops or conventions.
11. Permanent employees wishing to take a "Course of Study" must submit a completed Staff Development Agreement. (Schedule D attached).
  - a. A "Course of Study" is defined as multiple courses taken over a period of time intended to result in a certificate, diploma or some other form of formal accreditation.
  - b. An employee must remain employed by the County for a period of one year following the completion of a "course of study". If not, the employee must refund the cost of registration and materials to the County.
12. Employees wishing to attend a "Course of Study" not directly related to his/her position but beneficial to the County for future requirements may receive approval with a cost shared agreement as approved by the C.A.O. or his designate.
13. All cost shared agreements will be approved by the C.A.O. or his designate prior to completing the requests to attend the courses.
14. The County will pay enrolment expenses and related costs and will reimburse 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. If approved, enrolment expenses and related costs may be paid in advance by the municipality and would be subject to repayment, by cheque deduction or invoice payment, if the course is not completed satisfactorily.
15. The County will pay the employee's professional membership fees directly for those memberships related to their job (i.e. Certified Public Accountants; APEGGA registration).

  
Reeve

  
Chief Administrative Officer

  
Date



## Schedule A

<u>Event</u>	<u>Timeline</u>	<u>Approved Members</u>
Provincial ASB	January	Ag Fieldman
Growing the North Conference	January	Mng. of Community Developmnt
Alberta Recycling (AB CARE) Seminar	Spring	Director of Utilities Manager of Waste Management 1 Public Works Staff CAO or Assistant CAO
AAMD&C (spring)	March	Director of Public Works
Public Works Supervisors Assoc.(spring)	March	Utility Operators-Two Utility Foreman
Alberta Water & Wastewater Operators Assn.	March	CAO, CFO & Mng of Administration
Local Government Administration Association	March	Mng. of Community Developmnt
Growing Rural Tourism	March	Mng. of Community Developmnt
Economic Developers Alberta Conference	April	Dir of Planning & Development
Community Planning Association	April	Members at Large on MPC
Disaster Forum Management	April	Director of Emergency Management Deputy Dir of Emergency Management One Staff Member
CMA or CGA Conference as appropriate	Summer/Fall	Treasurer
Disaster Social Services Forum	Spring/Summer	Manager of FCSS 2 FCSS staff
Canadian Association of Municipal Administrators	June	CAO or Assistant CAO
Federation of Canadian Municipalities	June	CAO or Assistant CAO
Alberta Fire Chiefs Association	June	County Fire Chief Two Senior Volunteer FF
Diamond Software Conference	Late Summer	Treasurer
Alberta Rural Municipal Administrators Assoc.	September	CAO or Assistant CAO
ESRI Regional Users Conference	September	Mapping Technician
Government Financial Officers Assoc.	Sept/Oct	Treasurer
AB Emergency Management Agency Summit*	Fall	Director of Emergency Mgmt Deputy Director of Emerg Mgmt Fire Chief
Western Canadian Water& Wastewater Assn	Fall	Director of Utilities Utility Foreman
Alberta Development Officers Assoc.	Fall	Dir of Planning& Dev. Assistant Develop Officer
F.C.S.S.	Fall	Manager of FCSS
Alberta Recycling (AB CARE) Seminar	Fall	Director of Waste Management 1 Public Works Staff
Regional ASB	October	Agricultural Fieldman
Recycling Council of Alberta Conference	October	Director of Utilities Manager of Waste Management
Alberta Public Works Association Conference	October	Director of Public Works Two Public Works Staff CAO or Deputy CAO
AAMD&C (fall)	November	Director of Public Works
Public Works Supervisors Assoc. (fall)	November	Safety Coordinator
Municipal Health & Safety Conference	December	CAO
Alberta Road Builders Association	November	CAO
Transportation Association of Canada	September	CAO
Pacific Northwest Economic Dev. Council		CAO
Alberta Forest Products Association		CAO



## Schedule B

### Request to Attend Conference, Seminar or Workshop Staff Development Policy Admin-49

Conference: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Cost of Registration: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

CAO Approval: \_\_\_\_\_

Date: \_\_\_\_\_

(Original to Human Resources; copy to Employee File)





## **Schedule C**

### **Employee Apprenticeship Training Program Agreement**

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#### **BIG LAKES COUNTY**

**Box 239  
High Prairie, Alberta  
T0G 1E0**

**PHONE: (780) 523-5955  
FAX: (780) 523-4227**

***MEMORANDUM OF AGREEMENT***

***BETWEEN:***      *Big Lakes County,*  
*A municipality incorporated under the laws of Alberta*

***OF THE FIRST PART***

***And***

***Employee Name and Address***

***OF THE SECOND PART***

***RE:***              *An agreement for the provision of Expenses for*  
*Apprenticeship Training Programs*

MEMORANDUM OF AGREEMENT

BETWEEN: Big Lakes County,  
A municipality incorporated under the laws of Alberta  
(hereinafter referred to as "Big Lakes")

And

**Employee Name and Address**

(hereinafter referred to as the "Employee")

WHEREAS, Big Lakes County may enter into an agreement to provide for certain expenses (financial aid) during Apprenticeship Program Training, and

WHEREAS, **Employee Name** is desirous of seeking financial aid provided Big Lakes County during Apprenticeship Program Training periods.

NOW THEREFORE, by mutual consent of the parties hereto it is agreed as follows:

This agreement is intended to provide financial aid for Big Lakes' employees enrolled or to be enrolled in an Apprenticeship Training Program such as Mechanics. This agreement does not pertain to any other required training/courses such as safety training or professional organization fees/dues.

A current Big Lakes employee who is, or will be, enrolled in an Apprenticeship Training Program that will support their development in the role that they are in, or such that it provides the Employee with additional knowledge base to increase their value to Big Lakes, may be entitled to expenses and/or wages during their training period. The structure of the reimbursement varies significantly and will be negotiated between the Employee and Management.

The opportunity to benefit from this agreement is evaluated on a case-by-case basis and is approved at the discretion of Management.

1. **EXPENSES TO BE PROVIDED:**

- \_\_\_\_\_ Regular Hourly Wages during the training period
- \_\_\_\_\_ Tuition
- \_\_\_\_\_ Other (Please List): \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

Reimbursement of the expense will occur during the training period, but the entitlement will be tied to a period of continued employment from the date of training conclusion.



The period of required employment will typically be tied to size of the expense provided; refer to the following chart:

<i>Cost Range (\$)</i>	<i>Employment Period Required (Days)</i>
0 – 999.99	90
1000.00 – 1999.99	120
2000.00 – 2999.99	180
3000.00 plus	365

The Employee agrees to provide support (by third-party document) that they “passed” or received credit for the training received. If no such documentation can be provided the Employee may be deemed to be in default of the agreement and may be required to:

- a. Pay back expenses received, or
- b. Return to the course at the employee’s own expense until such time as a “pass” or credit is obtained.

**3. REPRESENTATIVES**

The representatives of the parties to this Agreement are:

A) Big Lakes:

**Supervisor**  
Box 239  
High Prairie, Alberta T0G 1E0

B) Employee:

**Name**  
**Address**

**5. TERMS AND CONDITIONS**

- A. This Agreement shall not come into effect until signed by both parties.
- B. This Agreement may be amended by mutual consent in writing.
- C. This Agreement may be terminated by mutual consent in writing.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above indicated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014 at High Prairie, Alberta.

MUNICIPAL DISTRICT OF BIG LAKES

\_\_\_\_\_

EMPLOYEE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_



## Schedule D

### STAFF DEVELOPMENT AND LEARNING CONTRACT

#### Staff Development Policy – Admin-49

Employee Name

Supervisor Name

**Note:** Sections A, B and C are to be completed prior to seeking approval for the training and Development proposal. Section D (1) to be completed at the end of the learning experience. Section D (2) to be completed when employee completes the training activity.

#### A. IDENTIFIED NEED

(Describe the learning need in terms of knowledge, skills desired).

#### B. LEARNING OBJECTIVES

(Upon completion of the learning/development activity the employee will be able to):

Objectives agreed upon:

Date: \_\_\_\_\_

Employee

Supervisor

**C. TRAINING OR DEVELOPMENT ACTIVITY OR COURSE PROPOSED:**

**D. ON THE JOB APPLICATION OF LEARNING**

(Describe the actions that will be taken to ensure use of the learning at the workplace).

1. ACTION BY THE EMPLOYEE

2. ACTION BY THE SUPERVISOR

**E. ESTIMATED PROGRAM COSTS**

Actions agreed upon:

Employee \_\_\_\_\_ Employer: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

CAO: \_\_\_\_\_