



CITY OF QUESNEL

TRAINING & PROFESSIONAL DEVELOPMENT POLICY

ISSUED: February 2013
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City Manager

POLICY PURPOSE

It is the policy of the City of Quesnel to promote a climate within the organization which recognizes the importance of staff training and professional development for employees.

GENERAL

The City of Quesnel is prepared to commit the time, energy and financial resources, subject to budget approval, necessary to improve the organization's effectiveness through training and professional development programs that integrate individual needs and organizational objectives.

The City of Quesnel encourages staff to upgrade work skills, professional knowledge, managerial capabilities and leadership potential and believes that the organization's commitment to staff education and professional development enhances the effectiveness of our operations.

The Training and Professional Development Policy refers to formal training and professional development programs, recognizing that informal, on-the-job orientation, training and mentoring, which are the responsibility of respective divisions, are also essential to a well-trained work force.

TRAINING:

Definition:

Programs, courses and seminars that teach and/or upgrade skills, knowledge, abilities and attitudes and increase an individual's effectiveness and job performance in their present position and/or classification, as identified in the job description or as required by regulation.

Funding and Approvals:

Where the City determines that training is required, the City will arrange or conduct an appropriate training program or will enroll the employee in a training program conducted by an external resource. Funding for training programs or resources are budgeted by the individual department.

Participation in any training program is subject to budget considerations and requires the written approval of the employee's immediate supervisor and/or Department Head prior to enrollment in the program. The City will pay the full cost of the program/tuition fees, including the cost of textbooks and course materials. Travel and accommodation expenses will be paid in accordance with the City's Travel Expense Policy.

An employee will suffer no loss of wages or benefits for normal working hours while attending an approved training program. No overtime will be paid for attendance or while traveling and the employee may be required to travel on his/her own time (weekends/evenings) unless otherwise approved by the Chief Administrative Officer.

Cross Training

Any cross training in other departments will be considered on a case to case basis, taking into consideration available relief for the training applicant.

CAREER DEVELOPMENT

Definition:

Programs, courses and seminars that may not be directly related to the employee's current position but will help prepare staff for future promotion or career progression with the City.

Professional development opportunities will depend on the City's:

- future staffing requirements
- its goals and objectives
- the career goals and objectives of individual employees
- existing level of individual employee skills, abilities and knowledge
- the availability of funding.

Funding and Approvals:

The need for an employee's participation in any professional development program must be identified in advance and be included in a written development plan. Review and written approval by the Department Director and the Chief Administrative Officer are required prior to enrolment.

Employee Requested Programs:

Where the interest of the City is served by staff participation in a professional, trades, education or personal development program, and where development is relevant to more responsible positions, but no evident operational need has been identified through a manpower plan and/or succession plan, the City will pay up to 50% of the cost of course registration and materials upon successful completion.

The employee will be reimbursed upon providing proof of successful completion of the program. There will be no reimbursement for travel or time away from work.

Employer Directed Programs:

Where an employee participates in a City development, manpower or succession plan, the City will pay the full cost of the program, tuition fees and course materials. Travel and accommodation expenses will be paid in accordance with the City's Travel and Expense

Allowances Policy.

An employee will suffer no loss of wages or benefits for normal working hours. No overtime will be paid for attendance or while traveling and the employee may be required to travel on his/her own time (weekends/evenings) unless otherwise approved by the Chief Administrative Officer.

Professional Licenses, Certificates and Fees:

The City may pay the fee for a professional designation or professional association membership, license or ticket, where the interest or operations of the City are benefited. The approval of the Department Director, or in the case of a director, the Chief Administrative Officer, is required. Payment is subject to the availability of funding within the Department.

The City will consider covering costs associated with courses, materials or examinations to qualify or to re-qualify for professional designations, licenses, tickets, certifications, etc. where operational requirements present a need or a benefit.

Quesnel & District Arts & Recreation Centre:

As per the CUPE Local 1050-01 Collective Agreement.

Public Works Department:

As per the CUPE Local 1050 Collective Agreement, "Article 31 – Training Program Public Works".

Any employee who wishes to obtain training in the Public Works Department, should submit their request in writing to the Director of Public Works as per the collective agreement language, and are encouraged to have additional discussions with their immediate supervisor and/or the Director of Public Works so that full consideration can be given.

Training requests for probationary employees, or for employees during their first year of employment in the Public Works Department, will not be approved unless deemed operationally necessary.

Where there is any conflict between policies adopted by the City of Quesnel and policies set forth in the appropriate collective agreement, employment contracts, or policies set forth in a statute of the provincial or federal government, collective agreements, employment contracts or the provincial or federal statute shall supersede such other policies.