

	POLICY / PROCEDURE	No.	4.9
	EDUCATION AND TRAINING	Effective Date	2020-08-11
		Revision Letter	C
		Council Approval	2020-14-38

1. Purpose

1.1.The District recognizes the necessity of, and benefits from, the upgrading of the capabilities, knowledge, qualifications, skills and proficiency of its employees. Thus, the District subscribes to the principle that courses of staff training and development, which will enhance or upgrade the knowledge and skills of employees in a fashion that will benefit the District and employee, should be encouraged.

2. Scope

2.1.The goal of this Policy is to provide support for employees seeking to further their performance, skills, and ability through education and training which is mutually agreeable, or required of the employee and the District of Fort St. James in support of improving service to the community.

2.2.It is expected that internal and external applicants seeking employment opportunities with the District will, at a minimum, possess or obtain the required qualification and training at their own expense.

3. Definitions

3.1. “Clerical staff” means an employee of the District of Fort St. James who is not a department head

3.2. “Management Staff” means an employee of the District of Fort St. James who is a department head and includes but is not limited to the Chief Administrative Officer, Corporate Officer, Deputy Corporate Officer, Chief Financial Officer, Public Works Superintendent and, Economic Development Officer.

4. Procedure

4.1. Training Requested by the District

- 4.1.1. Each Department Head shall complete an annual training plan to be reviewed as part of and incorporated into the five year financial plan.
- 4.1.2. The District of Fort St. James will pay the costs associated with training for permanent employees of the District of Fort St. James to complete a course or courses that will improve the efficiency and operation of the District, subject to having been approved by the Chief Administrative Officer (CAO) and being within the approved budget. The permanent employee and Department Head shall discuss the proposed course(s) and obtain Chief Administrative Officer approval prior to the permanent employee enrolling.
- 4.1.3. The permanent employee shall be entitled to payment of all tuition fees and expenses by the District when the course is clearly requested and approved by the District. Earnings shall be maintained while attending the course(s).
- 4.1.4. Employees in the Public Works, and Arena/Parks Staff departments shall be required to have the Occupational I First Aid Course as a condition of employment. The District will pay for renewal of this course as required. Fees for upgrading this course, where approved by the District, will be paid for by the District.
- 4.1.5. Employees in the Public Works department shall be encouraged to take courses in safety and compliance related training. Fees for these courses and upgrading, as approved pursuant to this policy, will be paid for by the District.

4.2. Training Requested by the Employee

- 4.2.1. Permanent employees of the District of Fort St. James who wish to enhance or upgrade their knowledge and/or skills may request assistance for a course or courses that provide mutual benefit to the District and employee. The employee will be required to obtain prior approval from their Department Head and CAO, submit appropriate proof of payment and successful completion. The employee will be required to complete such courses on their

own personal time.

4.2.2. Should an employee fail to obtain passing grades, not receive certification, or otherwise be unsuccessful in taking the course, the District will be eligible for full reimbursement of all costs from the employee.

4.2.3. Where training is requested by the employee, they will be expected to pay all tuition fees and expenses and seek reimbursement by submission of all receipts. Employees who attend the course(s) on their regular days off shall not be reimbursed with compensating time off or wages. Permission may be requested, and will be considered, to continue wages if attendance is required for the course(s) and/or exam(s) during regular work hours; considerations for approval will include budget and operational requirements.

4.3. REIMBURSEMENT TO THE DISTRICT

4.3.1. Any employee receiving educational assistance from the District will be expected to remain in the employment of the District for a period of time indicated in Schedule B of this Policy from the date on which the assistance was received. The type of training received will be declared at the sole discretion of the CAO or in case of the CAO, requesting training Mayor and Council of the District of Fort St. James.

4.3.2. Should the employee receive assistance relating to training requested by the employee, and leave the District's employment prior to the expiration of the three-year period, the employee will be required to reimburse the District for any assistance received on a quarterly prorated basis commencing upon successful completion and declining to \$0.00 over a period the period of time indicated in schedule B. (for example; after one year 2/3 reimbursement, after two years 1/3 reimbursement and after 3 years 0% reimbursement). No permanent employee who has given notice of resignation will be reimbursed by the District under this policy.

5. BUDGET

5.1. Council approves the Municipal budget each year. Allocations for training and personal development will change from year to year. The Department Heads will submit training plans to the CAO, who will consider these requests in consultation with the Chief Financial Officer. The CAO will review and approve all requests for training to ensure that the allowances are within budget, and to ensure each employee has entitlement to training and personal development. Should a training request arise during the course of the year that is not within the approved budget, it will only be considered if there is an immediate and significant need; it must be reviewed by the Department Head and the Chief Administrative Officer and then presented to Council to consider approval.

5.2. No Management employees may receive a reimbursement for the total expenses of employee requested training in excess of \$7000.00 annually.

5.3. No Clerical Employees may receive a reimbursement for the total expenses of employee requested training in excess of \$5000.00 annually.

5.4. The application form is attached to this policy as Schedule " A" and must be completed when training is requested by the employee.

6. Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	David Schroeter		
Reviewer	Corporate Officer	Duncan Malkinson		
Final Approver	Mayor and Council	Paul Stent		

6.1. Revision History

Effective Date	Rev Letter	Document Author	Description of Change
2019-04	A	Bob LaFleur	Adoption
2019-09-17	B	Melany Helmer	
2020-08-11	C	David Schroeter	Amended reimbursement model for employee requested training and added definitions of staff,

APPENDIX A
SCHEDULE "A" to Policy 4.9
DISTRICT OF FORT ST. JAMES
REQUEST FOR TRAINING

PREAMBLE

The District encourages employees to upgrade their knowledge and skills and offers assistance as per these policies, and as the municipal budget allows. PLEASE SUBMIT YOUR REQUEST well in advance as some circumstances may require Council's Approval.

Employee name _____ Department _____

Training/Conference requested _____

Dates & Location _____

Funding requested: Registration/Tuition fees	\$ _____
Accommodations	\$ _____
Travel Costs	\$ _____
Meals/per diems	\$ _____
Other	\$ _____

Certificate or accreditation expected _____

Any employee receiving educational assistance from the District will be expected to remain in the employment of the District for a period of time pursuant to schedule "B" of Policy 4.9 from the date on which the assistance was received. In making this request, I the employee agree that if I receive assistance relating to this training and leave the District's employ prior to the expiration of the three-year period, I will be required to reimburse the District for any assistance received on a prorated basis commencing upon successful completion and declining to \$0.00 over a period of three years. (for example; after one year 2/3 reimbursement, after two years 1/3 reimbursement and after 3 years 0% reimbursement.

Employee signature _____ Date: _____

DEPARTMENT MANAGER TO COMPLETE THIS SECTION:

What is the applicant's current position? _____

1. Is this training within the approved departmental budget?
Yes _____ No _____
2. Will this training assist the employee in performing their responsibilities for the District?

Yes_____ No _____

3. Are you recommending that the District apply policy 4.9 and approve the reimbursement of the above amount if the applicant passes the exam?

Yes_____ No _____

4. If yes to question 3, please justify. _____

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5. Will the completion of this training result in a promotion or premium?

Yes_____ No _____

6. If yes, please explain and forward a copy to payroll. _____

DEPARTMENT MANAGER approval_____ Date _____

Are there any conditions to compliment your recommendation? _____

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7. What training or personal development funding has the applicant received in the last three years? (To be completed by Finance)

a. What_____When_____Amount \$_____

b. What_____When_____Amount \$_____

c. What_____When_____Amount \$_____

d.

FINANCE OFFICER approval_____ Date _____

CAO approval_____ Date _____

Conditions:

CAO denial_____ Date _____

Reasons:

Copy to Payroll if applicable
Copy to Department Manager

Copy to personnel file
Copy to Applicant

APPENDIX B
SCHEDULE "B" to Policy 4.9
DISTRICT OF FORT ST. JAMES
Schedule of Reimbursement to the District
of Fort St. James for Requested Training

	Training Requested by Employee	Length of time Training is reimbursable to the District
A)	Professional Development courses required to maintain a designation,	0 Years
B)	Webinars and other courses, information sessions, conferences, or non-credential-based training	0 Years
C)	Training in pursuit of professional credentials	1 Years
D)	Trades programs including red seal certification.	2 Years
E)	Certificate, Diploma, or degree courses	2 Years
F)	Training in pursuit of a master's degree	3 Years