



HR-26 Professional Training and Development Policy

Department: Human Resources

Purpose

The County of St. Paul No. 19 (the County) is committed to supporting employee professional training and development opportunities that enhance the performance of both the individual and the County. Employee professional training and development is supported within the context of the County's designated budget for these opportunities. The purpose of this policy is to:

- support employee professional training and development to ensure that employees maintain their acquired skills and job qualifications;
- provide opportunities for employees to add to and improve their skills to support future advancement with the County;
- promote shared accountability between the employee and the County for the employee's professional training and development;
- ensure fairness and equity in the application of employee professional development opportunities; and
- ensure that employee professional training and development is an important part of the County's performance review process.

Further, the County promotes the attainment of job skills and is committed to investing resources in training and development of employees who are registered in apprenticeship programs recognized by the Province of Alberta. This Policy establishes the criteria and guidelines related to providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain a Journeyman Red Seal Status.

Scope

This policy applies to all employees of the County of St. Paul, whether working at a County worksite or remotely. The apprenticeship training applies to employees who are registered in an apprenticeship program recognized by the Province of Alberta, and who remain employees with the County while they are attending courses under apprenticeship programs.

This policy is not intended to support professional memberships or conferences, which may be funded through departmental budgets, and does not cover personal development or personal interest courses.

Policy Definitions

Management means the director of a department to which the employee reports into.

Training support refers to funding of registration fees and other associated costs for training seminars or workshops in support of work-related goals.

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Tuition reimbursement support refers to reimbursement of the tuition portion of fees paid by employees to accredited institutions for work-related courses and/or credit courses.

Work-related courses refer to those courses that are relevant to the employee's current role with the County or that will enhance the employee's opportunities for future advancement with the County.

Policy Statements

General Matters

It is the responsibility of the County Chief Administrative Officer (CAO), to ensure that the County's management is aware of this Policy and are communicating it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of the County administration as delegated by the CAO.

Under this Policy, all requests for professional training and development are to be submitted prior to registration and must be approved by the employee's supervisor.

Professional Training and Development – Employee Requested

When identified in an employee's performance evaluation and development plan, and approved by the employee's supervisor, the County will provide training or tuition reimbursement for professional training and development courses that the employee successfully completes at a recognized and accredited institution.

Full or 100% tuition reimbursement is not guaranteed under this Policy but is governed by available budget and administrative guidelines, procedures, or processes that are amended from time-to-time. However, prior to enrolling in an approved professional training and development course at a recognized and accredited institution, the employee and their supervisor will agree to tuition reimbursement which will be paid when the employee successfully completes the course.

Employees are responsible for payment of any additional costs not covered by this policy, i.e. additional fees, books, materials and equipment costs, etc.

Employees are normally expected to take professional training and development courses outside their regular working hours.

Where an employee is required to write an exam for pre-approved professional training or a work-related course during work hours, the employee will be granted time off without loss of pay.

The County will provide the employee with a Professional Training Development Agreement, which will outline the minimum one-year employment commitment and the requirement for repayment if the employee voluntarily leaves their employment with the County.

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Professional Training and Development – County Requested

Where the County formally requires an employee to take a work-related course to update the employee's qualifications for their current job, the cost shall be paid by the County. The County will pay the employee's regular wage or salary, plus overtime when applicable, in accordance with the County's Overtime and Overtime Agreement Policy. If the County-required professional training and development is for less than three (3) hours in length, employees will be paid for at least three (3) hours at the employee's regular wage or salary if it falls outside of regular work hours. All other terms of this Policy will apply.

The County will provide the employee with a Professional Training Development Agreement, which will outline the minimum one-year employment commitment and the requirement for repayment if the employee voluntarily leaves their employment with the County.

Apprenticeship Training General Matters

Unless advised otherwise by the County, upon completion of a technical training course, the employee will return to their duties at the County. Successful completion of required apprenticeship training courses combined with the number of hours of on-the-job experience required for each year of the apprenticeship program shall permit employees to advance from the apprentice status to Journeyman status.

Within a given year, the County may restrict the number of apprentices it permits to attend courses at technical institutes. Training opportunities are dependent on operational requirements and financial resources.

The apprentice employee will work and cooperate with management in obtaining advance approval to attend the technical training courses for their apprenticeship. Prior to approval, the employee shall provide the County with confirmation of acceptance for such training at a recognized technical institute.

The employee is required to successfully complete the courses for the apprenticeship training and provide proof of completion of the apprenticeship courses to the County for their personnel file.

Apprenticeship Program Financial Support and Commitment to Return to County Employment

The County shall pay for all registration and tuition fees for an apprentice employee attending technical training courses, as well as for both the employee and employer portion of group benefits for the employee during their time away from work.

Considering the significant investment the County makes by providing benefits and tuition support for employees' apprenticeship training, the County will seek assurances, in writing, that employees will return to work following the attendance at each session of technical training.

In the event that an employee does not return to work for the County after a technical training course ends, or in the event the employee resigns from the County within one (1) year of completing a technical training course, the employee shall be required to reimburse the County for training costs and the benefit

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and tuition support. The sum shall be immediately due and owing upon termination of the employee's employment. The County may opt to deduct the employee's wages on their final cheque to recover the amount owing.

Related Policies

- Conference and Education Attendance Policy

Supersedes HR-30 – Apprenticeship Training
Council Approval: October 12, 2021
Council Amended: December 14, 2021

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Employee Apprenticeship Professional Training and Development Agreement

Employee: _____

Position: _____

The employee understands and acknowledges that they must comply with the County policy regarding Professional Training and Development.

The significant investment the County makes by providing:

- benefits and tuition support for the employee's apprenticeship training,
- the pre-approved apprenticeship professional training and development paid by the County,
- the Employer and Employee portions of the group benefits paid for this duration,

requires that the employee will return to work following the completion of each session of technical training.

In the event that an employee does not return to work for the County after a technical training course ends, or in the event the employee resigns from the County within one (1) year of completing a technical training course, the employee shall be required to reimburse the County for training costs and the benefit and tuition support as outlined below.

The sum shall be immediately due and owing upon termination of the employee's employment. The County may opt to deduct the employee's wages on their final cheque to recover the amount owing.

The employee acknowledges and agrees that the County may deduct the training or tuition fees from the employee's last pay if the employee does not provide the County with repayment for the full amount of the training or tuition fee.

The agreed and approved professional training and development includes the following:

Course Registration Fees / Tuition	\$
Ancillary Course Materials	\$
Employee and Employer Portion of Group Benefits	\$

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On this ___ day of _____, 20____, I, _____
(Print Employee name)

declare having a full understanding of the requirement to return to employment with the County, a full understanding that repayment will be required if I leave prior to the minimum one-year employment commitment with the County, and I authorize the repayment as outlined above to be provided to the County.

Employee Signature

Date

Manager Signature

Date

cc: Copy for Employment File
Payroll

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Employee Professional Training and Development Agreement

Employee: _____

Position: _____

The employee understands and acknowledges that they must comply with the County policy regarding Professional Training and Development.

The pre-approved professional training and development paid for by the County, as outlined below, requires a minimum of one-year employment commitment from date of the professional training and development course.

If the employee leaves the County prior to the one-year anniversary of the paid professional training and development, the employee agrees to pay the County back in full on or before the last date of active employment by the above named employee.

The employee acknowledges and agrees that the County may deduct the training or tuition fees from the employee's last pay if the employee does not provide the County with repayment for the full amount of the training or tuition fee.

The agreed and approved professional training and development includes the following:

Course Fes / Tuition	\$
Ancillary Course Materials	\$
Accommodations	\$
Expenses	\$

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On this ___ day of _____, 20____, I, _____
(Print employee name)

declare having a full understanding of the requirement, a full understanding that repayment will be required if I leave prior to the minimum one-year employment commitment with the County, and I authorize the repayment as outlined above to be provided to the County.

Employee Signature

Date

Manager Signature

Date

cc: Copy for Employment File
Payroll