



Signed Date: October 19, 2016	Motion: 154/16 Date: October 19, 2016
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Title: Staff Training and Development	Policy No. 40
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Purpose:

The Village of Bawlf believes that work related training and staff development is to the benefit of both the municipality and the individual employee and is a mutually shared responsibility. The Village will make every reasonable effort to provide such opportunity for all staff.

Principles/Guidelines:

1. Requests for specific work related training and staff development are to be made to the Chief Administrative Officer (CAO) by the end of October in any given year to be considered in the following years' budget.
2. The employee is to provide all costs associated with the request to the CAO for compilation for budget purposes.
3. All requests for training will be reviewed by the CAO to identify priorities and budget requirements.
4. The requirements are then approved through the budget process.
5. Public Works, Water and Wastewater staff that are required to take the Small Water and Wastewater Operators Course training, will have the course registration fees covered by the Village. Should the employee terminate their employment within 6 months from certification date, all course training fees and expenses will be reimbursed to the Village by way of payroll deduction.
6. Any training, development, seminars and conventions, such as the AUMA, LGAA, AEMA that the CAO would like to attend, must be approved by Council through the budget process. All approved costs will be expensed using the corporate credit card.
7. The Village will pay regular hourly wages when attending training or development courses during regular work hours. Regular work hours for administration staff would be Monday to Wednesday and regular work hours for Public Works, Water and Wastewater personnel would be Monday to Friday.

Mayor

CAO