



TOWN POLICY

POLICY NUMBER: 1501

REFERENCE:

Council 182.03.94
CAO 1996

ADOPTED BY:

Town Council
2 March 1994
CAO
10 December 1996

PREPARED BY: Administration

DATE: 2 March 1994

TITLE: Employee Training Policy

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Policy Statement

The Town of Strathmore encourages the training and development of employees which will assist in meeting the demands of the changing work environment and/or is applicable to the employee's position of responsibility.

The Town also recognizes the benefit of any continuing education of its employees and will consider funding courses outside of these guidelines if the budget permits.

1. **Definitions**

1.1 **Council** means the Council of the Town of Strathmore, in the Province of Alberta.

1.2 **Town Manager** means the Town Manager of the Town of Strathmore as appointed by Council.

1.3 **Director** means the Director, including the Town Manager, directly or indirectly supervising the employee.

1.4 **Management Group** means the Town Management Group consisting of the Town Manager, Directors, Manager of Recreation & Cultural Facilities, Superintendent of Public Works and Utilities, Development Officer and Engineering Technician.

1.5 Employee means such a full-time employee of the Town of Strathmore, unless otherwise specified.

1.6 Training Plan means a plan approved by the Town Manager and Directors by March 1st of each year detailing training needs for each department by employee cost, priority and estimated expenses.

2. **Responsibilities**

2.1 Council

2.1.1 To approve the final budget training allotment with the annual budget

2.2 Mayor

2.2.1 To review and approve training and related expenses for the Town Manager.

2.3 Town Manager

2.3.1 To review and approve training and expenses for the Directors, as well as those training applications not detailed in the approved training plan.

2.4 Directors

2.4.1 To review and approve any training and expenses for employees in their department and to submit the training plans for his/her department.

3. **Procedures**

3.1 Funding for training and development is planned by the submission of training plans by each department.

3.2 The intent of the initial budgetary review of the Training Plan is to provide compensation for course, materials and mileage necessary to attend the course.

3.3 Total training funds will target the equivalent of 1.5% of the annual total salary and wages budget for the Town.

3.4 If Training Plans exceed funding allotment the Management Group will decide which courses are the most beneficial to the Town.

3.5 Changes to the annual Training Plan after the initial approval will be approved by the Town Manager.

3.6 Requests for specific courses must be made in writing as soon as possible prior to the training date and indicate the name of the program, content or subjects, time and duration and all associated course costs, including applicable allowances.

3.7 Time-in-lieu will only be granted for training required by the Town, to meet the basic requirements of the position's duties i.e. First Aid, W.H.M.I.S., etc.

3.8 Wherever possible the Town will fund the course fees and material expenses up front, otherwise all course expenses will be reimbursed according to Policy #1801, Travel and Entertainment Expense Policy.

4. **End of Policy**