



Training and Development

Effective Date: February 1, 2018
Last Revised: October 8, 2021
CAO Signature:

Policy Statement

1. The City of Pitt Meadows is committed to providing responsive, effective and efficient service to our citizens. It is recognized that the employees form the most important element in the delivery of this service. The City encourages continuous learning and will provide and support the necessary training and development programs.
2. Staff training and development opportunities will be balanced against operational needs to ensure service levels are maintained

Purpose

3. To ensure that the training and development budget is allocated fairly and equitably, to administer staff training and development using a standard procedure for all employees and to recognize that ongoing training, development and education enhances the value of our employees by increasing their knowledge and productivity. This in turn enables staff to be more responsive to the growing needs of our citizens and more effective in a constantly changing work environment.
4. The objectives of the policy are to:
 - (a) Ensure employees receive the training necessary for effective and competent performance of their job;
 - (b) Encourage employees to self-develop and embrace the philosophy of continuous learning.



Scope

5. Regular Full Time and Part Time employees unless stated otherwise.

Exclusions

6. None identified.

Policy

7. Definitions

In this policy,

- (a) Certification Training: Training needed to maintain or acquire certification required for the position; Professional certification, trade certification, or professional designation, often called simply certification or qualification, is a designation earned by a person to assure qualification to perform a job or task.
- (b) Conference: A learning opportunity that is promoted/advertised as a "conference"
- (c) Dept. Mandated Training: All training that is directed by the employer, including regulatory training mandated by City, Provincial or Federal Agencies. This is training that is directly related to an employee's current role, is required as a result of technological or legislative changes etc.. E.g. Wastewater, Water Distribution, Confined Spaces, Building Act, etc.
- (d) External Training: Post-secondary or continuous education programs conducted at university/technical institute or private training organization and initiated and attended generally by an employee on their own initiative for self-development (elective employee training).
- (e) Health and Safety Training: Corporate-wide sessions designed to ensure employees are trained in approved work procedures and to ensure that employees follow safe work methods. This may also include wellness initiatives.
- (f) On-Site Training: Sessions organized, designed, and/or coordinated by HR and offered corporate-wide in order to meet needs common to all or most Departments. These can be considered "Required", meaning mandatory or, "Optional" with attendance at optional sessions at the prerogative of the exempt supervisor.



- (g) Department Head/ Designate: The exempt employee who has overall responsibility for a Department (most often at a Director Level); in the case of Director requests, the department head will be considered the CAO.
- (h) Ancillary Expenses: All expenses other than tuition and books which may include office supplies, lodging, travel, parking and food.

8. Roles and Responsibilities

Corporate Training and Development Budget [Managed and funded by Human Resources]

- 9. The Corporate Training and Development budget is set annually as part of the business planning process and will be based on a percentage of payroll. The Human Resources Department is responsible for administering a Corporate Training and Development budget with funds to support:
 - (a) Health and Safety Training
 - (b) On-site Training
 - (c) External Training

Department Training Account [Managed and funded by Department]

Each Department is responsible for covering costs of:

- (a) Certification training
 - (b) Conferences
 - (c) Department mandated training
- ## 10. Training Fees, Cancellation and/or Repayment

Applications are accepted and reviewed annually by the Corporate Leadership team. The application submission period is July 1-31 each year.

11. External Training

Maximum of two courses per fiscal year subject to approval by CLT and funding.

12. For longer term programs:

- (a) Up to \$2000/year (including tuition, books and materials). Where the employee requests to enroll in a professional development program and CLT approves the request and the program requires a

contribution of up to \$2000 per year, the City will pay 100% of the costs of tuition, books and materials, within budget limitations.

- (b) Greater than \$2000/year (including tuition, books and materials) – Where CLT approves funding beyond the initial \$2000/year that the City will pay 100%, the City will cost share the costs of tuition, books and materials on a 50/50 basis with the employee paying 50% and the City 50%, within budget limitations. Employees may elect to pay their portion through payroll deduction. I.e. \$100 per payroll.
- (c) If the employee voluntarily leaves the employ of the City, the employer's contribution will be repaid on the following schedule:
 - i. During the program or within one year of program completion – 100% of the City's contribution must be repaid.
 - ii. After one year but within two years of program completion – 80% of the City's contribution
 - iii. After two years but within three years of program completion – 60% of the City's contribution
 - iv. After three years but within four years of program completion – 40% of the City's contribution
 - v. After four years but within five years of program completion – 20% of the City's contribution
 - vi. After five years of program completion – no repayment required.

13. In House Training Programs - On-Site and Health and Safety Training

*In-house training is open to all employees of the City upon approval

- 14. The Corporate Training and Development Budget will cover 100% of the cost except in the case of employee cancellation.
- 15. Two (2) days working notice is required by Human Resources for In-House Training programs, if unable to attend a confirmed session. Where the employee gives no notice or 'no shows' for the scheduled session, a \$50.00 charge to the Department will be assessed. The cancellation charge will apply regardless of reason for non-attendance.

16. Salary Costs

For all time spent at any training and development program or initiative, the salary costs are the responsibility of the specific Department and/or the Employee.

Elective Employee Training

The time to attend all employee requested training and development courses and the time to complete course work is the responsibility of the employee.

Employer Driven Training

Hours spent traveling to and from a training and development program is the responsibility of the employee. The classroom time during the employees' regular working hours and the time that extends beyond the employee's regular hours will be paid for by the employer. Time to complete course work is the responsibility of the employee

17. Training Fund Approval

All employee requests must include a completed 'Training Request and Educational Justification Form'.

- (a) All training falling under the Corporate Training Budget must be approved by Department Manager/Director and Human Resources, with CLT approval needed for External Training.
- (b) All training falling under Department Training Account must be approved by Department Manager/Director and Human Resources.

Approvals are required prior to enrollment or registration.

Application approvals will be based on the following criteria:

- (a) Manager's endorsement
- (b) Relevance to the current position
- (c) Employee's employment history with the City including receipt of past training funds
- (d) Cost
- (e) Impact of attendance on the operation
- (f) Available budget

- (g) Future benefit to the organization including employee succession
- (h) Stand-alone vs. part of a longer term program

18. Wherever possible, employees should take advantage of early registration deductions. A 'Training Request and Educational Justification Form' must be completed and submitted to the Department Manager, outlining tuition, travel/accommodation, time commitments, and course content. This form will be returned to the employee within two weeks. If the request is denied, a reason will be provided.
19. The City will prepay or reimburse the employee for the eligible tuition costs, provided that the employee completes the course and makes a passing grade. Should the training program require a passing mark for certification purposes, and the employee does not obtain a passing mark, the employee will be responsible for 100% of the cost of subsequent attempts at the same program.
20. The City shall bear the cost of all mandatory training.
21. Upon completion of any course, the employee must file with the Human Resources Department proof of passing, completion or attendance at the educational offering.
22. **Other Employee Development Opportunities**

The City will provide other development opportunities to employees such as coaching and mentoring. Acceptance into these programs will be based on an assessment by the employee's Manager and/or Director in consultation with employee's supervisor and the Human Resources Advisor and is subject to available funding.

23. **Procedures and Guidelines**

Training Request and Educational Justification Form [DM 147099]

Related Policies

24. Other related policies include:
 - A034 – Travel Expense Policy