

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 24 STAFF TRAINING & DEVELOPMENT**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to support employee learning and development as a strategic opportunity for development of a highly qualified and motivated workforce in meeting future organization needs and also achieving the operational goals of quality service, job enrichment, continuous improvement and high levels of employee job satisfaction.

#### **Policy Objectives**

1. To ensure that the Region of Queens Municipality supports learning and development as an investment towards excellence and career management.
2. To ensure that employee learning and development opportunities meet the career aspirations of the employee and business directions of the Region.
3. To ensure that succession planning and retention needs of the organization are considered, developed and incorporated.

#### **Policy Directions**

1. The employee shall assist the Department Head in identifying the skills, abilities and knowledge required to accomplish their current duties in the most effective way.
2. The employee shall bring their long-term career development and training interests to the attention of their Department Head.
3. The Department Head shall coordinate training and development programs within the department that enhance the effectiveness of the department's programs and ensure that staff possess the necessary skills to meet job demands.

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4. All employees who are applying for or are requested to participate in training and development courses shall complete the Application for Training Form contained in the personnel policy manual.
5. Approval for participation shall be obtained prior to commencement of the program.
6. Employees shall be reimbursed for direct expenses and direct tuition or enrollment expenses. The employee shall be allowed time off, with pay, for their attendance at the course.
7. The Region of Queens Municipality shall pay the full tuition of courses taken by staff and if the employee withdraws from or fails the course, the employee may be required to reimburse the Region in full. A transcript of the employee's marks shall be filed in his/her personnel file.
8. If the Region of Queens Municipality pays for tuition, the employee will have to commit to not leaving the employ of the Region for a term of two (2) years. If the employee leaves the Region's employ on a voluntary basis before the term expires, he/she will have to reimburse 50 percent of the course costs to the Region of Queens. If the employee is leaving due to a spouse relocating, this section will not apply.

**Approved by Council: July 15, 2002**

**REGION OF QUEENS MUNICIPALITY**  
**APPLICATION FOR TRAINING**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Position: \_\_\_\_\_

Educational Background:

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Name of Course, Seminar or Conference: (attach any relevant information)

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Dates/Length: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

State why you think this course, seminar or conference would prove beneficial to yourself and to the Region:

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\_\_\_\_\_  
Employee's Signature

Reason for Recommendation:

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Department Head's Signature

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Chief Administrative Officer's Signature