

Village of Port Clements

Education and Training

Policy No. 18, 2018

Prepared by Chief Administrative Officer Ruby Decock

Adopted: May 7, 2018; motion # 2018-05-141

Amended: September 7, 2021

Last Reviewed: Septemeber 7, 2021

Next Review: September 2023

1. GENERAL

- (a) The Village recognizes the necessity of, and benefits from, the upgrading of the capabilities, knowledge, qualifications, skills and proficiency of its employees. Thus, the Village subscribes to the principle that courses of staff training and development, which will enhance or upgrade the knowledge and skills of employees in a fashion that will benefit the Village, should be encouraged.

2. EXCEPTIONS

- (a) The intent of this policy is to provide assistance to permanent employees who wish to upgrade their skills, as approved, or who are requested to by the Village. This policy is NOT intended to provide assistance to train existing or new employees to the level expected and or required as a condition of employment. **Unless otherwise directed by a Council Resolution.** It is expected that employees and persons making application for employment in other departments, or in other than their existing positions will possess or obtain the required qualification and training at their own expense.

3. COST REIMBURSEMENT

- (a) Permanent employees of the Village of Port Clements who complete a course or courses which will improve the efficiency and operation of the Village, and which have been approved by Council, will be reimbursed certain costs (as outlined below) of the course upon successful completion of the course and proof of such is provided. The permanent employee, Department Head, and CAO shall discuss the proposed course(s) prior to the permanent employee enrolling in same; and shall determine a recommendation to Council, on reimbursement. Employees training employees to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.
- (b) In all cases, reimbursement shall be contingent upon successful completion of the course(s): should the permanent employee fail to obtain passing grades, not receive certification, or otherwise be unsuccessful in taking the course, the Village will not reimburse any costs.

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4. EDUCATIONAL ASSISTANCE is available as follows:

- (a) **TUITION FEES:** The permanent employee shall be entitled to reimbursement of tuition fees, when the course is clearly related to the vocation of the permanent employee and approved or requested by the Village. Where courses are of marginal benefit to the Village, and or not requested by the Village, the permanent employee will be expected to pay all tuition fees and expenses. Employees training employees to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.
- (b) **EXPENSES:** All employees requested by the Village to take a particular course will have all expenses reimbursed by the Village. However, should those courses occur during the employee's regular days off or should the employee be required to travel to the course on regular days off, the employee will be required to attend those courses and shall be reimbursed with equal time off at a date agreed to between the employee and their supervisor.
- (c) **WAGES/SALARY:** A permanent employee's earnings will be maintained while attending a course; however, as above, those permanent employees required to attend courses on their regular days off shall be reimbursed with compensating time off at a date agreed to between the employee and their supervisor. Staff members taking written examinations shall be granted the necessary time off with pay to write the exams.

5. REIMBURSEMENT TO THE VILLAGE

- (a) Any permanent employee receiving education assistance from the Village will be expected to remain in the employment of the Village for a period of THREE (3) YEARS from the date on which the assistance was received. Should the permanent employee leave the Village's employ prior to the expiration of the three year period, the permanent employee will be required to reimburse the Village for any assistance received as follows;
- less than 1 year – 100%,
 - less than 2 years – 75%, and
 - after 2 ½ but less than 3 years – 50%.
- (b) No permanent employee who has given or received notice of termination will be reimbursed under this program.
- (c) Section 5. Does not apply to courses required to "maintain" a certification previously obtained by a permanent employee. (specifically water and waste water certifications, or other certifications requiring on going or annual renewal or maintenance) The CAO will

use their discretion in applying this policy fairly, and in interpreting its intent, (which is clearly to repay the Village for education obtained at their cost if an employee decides to leave)

(d) An employee has the right to appeal to Council, a decision made under Section 5.

6. ORDER FOR TYPES OF TRAINING

(a) All efforts should be made to obtain training through online courses or online certification processes. If training cannot be taken online, the next step would be to take a course at a training facility located on Haida Gwaii and if not available on Haida Gwaii at a location which incurs the least expensive cost.

(b) If combining costs for training/conferences off island with personal travel, all reasonable efforts to reduce travel expenses should be made.

7. CLARIFICATION ON POLICY APPLICATION

(a) This policy is applicable to staff obtaining accredited post-secondary courses/programs or accreditation equivalents, where the undertaking of courses/programs will result in obtaining tickets, certification, diploma or degree or equivalents, and is not intended to be applied to training or conference/seminars that do not result in accreditation but are still beneficial to improve knowledge base of employees and in turn the municipality.

Date adopted by Council May 7, 2018 Resolution # 2018-05-139



Mayor Urs Thomas



CAO, Ruby Decock