



# City of Yorkton

<b>POLICY TITLE</b> <b>PROFESSIONAL DEVELOPMENT (Previously Education and Training)</b>		<b>ADOPTED BY</b> City Manager	<b>POLICY NO.</b> 30.30
<b>ORIGIN/AUTHORITY</b> Director of Human Resources	<b>JURISDICTION</b> City of Yorkton Employees	<b>EFFECTIVE DATE</b> January 1, 1996 Amended January 4, 2010 Amended March 24, 2010	<b>PAGE #</b> 1 of 4

## 1. **PURPOSE:**

To allow for the provision of financial assistance in the form of registration fees, reimbursement of tuition, time off and other program costs to employees pursuing professional development endeavors, recognizing the organization benefits derived from enhancing employees' knowledge and skills.

## 2. **DEFINITIONS:**

2.1 **Tuition and Material - Financial Assistance:** Financial assistance is available to an employee, subject to successful completion of a program, of 0 - 100 percent of program costs.

2.2 **Program Costs:** Expenditures incurred while participating in approved professional development activities may include: tuition/registration fees, examination fees, certification and re-certification costs, books and materials. For purpose of this policy, program costs do not include membership/registration fees in professional associations. All overtime, including travel time, shall be borne by the employee unless otherwise specified. If the employee is requested/required by the City to complete the program, travel costs may be reimbursed by the City in accordance with the Travel Allowance Policy (#20.110).

2.3 **Education Training Programs:** May include: apprenticeship programs, conferences, workshops, seminars work-related correspondence courses, attendance at external work-related classes or programs.

## 3. **POLICY:**

The City of Yorkton shall develop, implement and maintain a comprehensive program of professional development, which will be administered in a consistent and equitable manner.

### 3.1 **Criteria for Receiving Financial Assistance:**

All of the following must be met:

- a) The request is submitted to the immediate Supervisor and must receive Department Head approval and, if the total amount is \$500 to \$1,499 the approval of the Director of Human Resources and if the total amount is \$1,500 or greater, the City Manager's approval, **prior** to the employee undertaking the program.
- b) The program is related to the employee's present or future work and will provide specific job-related skills, which the employee requires.
- c) Subject to Department Head approval, the City of Yorkton will provide financial assistance for the program costs when the employee registers for same, with the receipt (or percentage thereof) to be issued to the City of Yorkton.

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- d) Should the employee be required to write an exam(s) in order to complete a course and be unsuccessful on the initial attempt, he/she shall be permitted to re-write the exam as deemed reasonable subject to rewrite opportunities and will be responsible for any costs associated with re-writing the exam(s).
- e) The City shall provide a refund to the employee upon receipt of proof of completion of the passed exam.
- f) Failure to successfully complete the program will result in employee payroll deductions, reduced on the basis of \$100.00 per month in order to recover 100% of the City's financial contribution for the program.
- g) Should the employee successfully complete the program within two (2) years, at their own cost, the City shall provide a refund to the employee upon receipts of proof of completion.
- h) The course is not available as an internal City of Yorkton program.
- i) Provision has been made in the Department's training budget.
- j) **Upon completion of a formal program or workshop, it is the responsibility of the employee to show proof of completion (statement of marks, CEU credits or copy of certificate) to the Human Resources Dept.**
- k) Employees must ensure their certificates are current and valid.

3.2 Calculation of Financial Assistance:

- a) Where employees are requested or required to undertake training, the program costs will be fully paid by the City.
- b) For all other situations, and at the City's sole discretion, the Department Head and the Director of Human Resources will determine the amount of financial assistance, using the following point rating system:

Points	Relation of Program to Job
0	Unrelated or primarily to employee's advantage
2	Useful, but not directly related
4	Mutual advantage to employee and organization
6	Definite asset to organization
8	Directly related/job requirement

- c) Point totals will determine percentage of financial assistance:

Points	Percentage of Financial Assistance
0	0%
2	25%
4	50%
6	75%
8	100%

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4. **RESPONSIBILITIES FOR PROGRAM COSTS:**

4.1 The Employee:

- a) Completes the Professional Development form (see Appendix A attached) and submits to Supervisor for approval prior to program starting
- b) Ensures that long-range planning is used to allow financial requests to fit in the departmental training budget.
- c) Participates fully in the entire program.
- d) Recognizes that there may be an expectation to assume some or all of the costs for professional development.
- e) May be required to use personal time towards professional development.
- f) Transfers knowledge and skills learned at programs to the workplace and to their specific job.
- g) If time off **will** be required to complete the program, must complete the section of the Professional Development form showing the dates and number of days to be away.

4.2 Department Heads & Immediate Supervisors shall:

- a) Budget annually for program/training costs in accordance with valid employee and organizational needs.
- b) Administer policy at their discretion regarding approval or denial of professional development requests.

4.3 Human Resources Department shall:

- a) Update and monitor the policy regarding approval or denial of reimbursement requests and file all approvals in permanent personnel files.

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## Appendix A



## Professional Development

Today's Date: February 26, 2010

<b>SECTION A: EMPLOYEE INFORMATION</b>	
<p>Please refer to the Professional Development policy #30.30.  <b>This application must be completed for ALL education and training requests including seminars, conferences, on-line courses, correspondence courses, etc.</b>  <u>Note:</u> Tuition and book costs are paid only upon Dept. Head approval and are subject to successful completion of the course.</p>	
Last Name:	First Name:
Department:	
Job Title:	
<b>SECTION B: COURSE DETAILS</b>	
Course/Program Title:	
Location/Education Institution:	
Date(s) of Course:	
Number of Days away from work:	
<b>SECTION C: ESTIMATED TOTAL COST</b>	
Course/Program/Conference Fee: _____	Registration Form must be attached!
Books: _____	
Examination Fee: _____	
Travel: _____	
Accommodations: _____	
Other: _____	
TOTAL: _____	
<b>SECTION D: EMPLOYEE SIGNATURE</b>	
Employee's Signature: _____	Date: _____
<b>SECTION D: APPROVALS</b>	
Immediate Supervisor: _____	100% Support unless otherwise indicated: _____%
Department Head: _____	
<b>City Manager Approval required if total cost is \$1,500.00 or greater</b>	<b>HR Director Approval required if total cost is \$500.00 to \$1,499.00</b>
City Manager: _____	Human Resources: _____

Upon completion of a formal program or workshop, it is the responsibility of the employee to show proof of completion (statement of marks, CEU credits or copy of certificate) to the Human Resources Dept.