



## POLICY – HR 06

## PROFESSIONAL DEVELOPMENT

<b>APPROVAL DATE:</b>	2006-11-06	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2018-8-13; 2021-02-08	<b>REVIEW DATE:</b>	2026

### POLICY STATEMENT

To ensure that the Employees of the Village of Marwayne are provided with the necessary education, skills and training to carry out the day-to-day responsibilities of their position.

### BACKGROUND

Employees who endeavour to undergo and successfully complete professional development opportunities may be eligible for career advancement opportunities and/or wage increases, as the case may be. All certifications, conferences, online or in-person courses contribute to an Employees professional development and are for the overall benefit of the organization.

Through the conduct of annual performance evaluations, the Chief Administrative Officer may approve and/or suggest potential professional development opportunities so as to promote skill development amongst the Village of Marwayne's employees.



## OBJECTIVE

To promote a culture within the organization which recognizes the importance of professional growth and skill development.

## DEFINITIONS

**CAO** is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

**Council** is the elected officials for the Village of Marwayne in the Province of Alberta.

**Employee** is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

**Employer** is the Village of Marwayne in the Province of Alberta.

**Professional Development** is any training, program, conference, seminar, course or activity which serves to provide an Employee with the skills and abilities required to adequately perform the duties of their current or future position.

**Village** is the Village of Marwayne in the Province of Alberta.

## GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- The CAO shall, through the conduct of annual performance evaluations:
  - Ensure that Employee files are up to date as it pertains to their professional development;
  - Monitor the benefit and effectiveness of any professional development taken;
  - Recognize the achievements of Employees who took advantage of professional development opportunities; and
  - Provide recommendations as to the professional development opportunities available to Employees as a means of ensuring they are able to meet both the current and future demands of their position.
- Employees shall, during their annual performance evaluation:



- Advise the CAO of professional development opportunities that are of interest to them during the upcoming fiscal year; and
  - Complete the request for professional development form attached hereto as Schedule A.
- If an Employee's request for professional development is approved by the CAO, the Employee must:
  - Make productive use of the professional development opportunity awarded to them;
  - Take personal responsibility and initiative for their professional development; and
  - Complete a written report on the professional development upon completion and provide the report to the CAO within two (2) weeks. Reports must be completed regardless of whether the Employee completed the professional development successfully or unsuccessfully.
- Professional development shall be requested by the Employee or recommended by the CAO, as the case may be, in order to meet the strategic goals and objectives of the Village. All professional development is subject to funding as per the annual budget approved and set by Council.
- The CAO must approve all requests for professional development prior to enrollment in cases where time off from work or financial assistance is required.
- The Village shall remit payment or reimburse Employees, as the case may be, as follows:
  - 100% for tuition and textbooks;
  - 100% for enrollment;
  - Subsistence and travel in accordance with Policy HR 07;
  - Regular rate of pay for professional development completed during regular working hours; and
  - Regular rate of pay for travel outside of normal working hours.
- Employees taking courses through an accredited institution are not eligible to be paid their regular rate of pay. All correspondence courses must be completed on the Employee's personal time.
- Employee's must report all professional development on their timesheet for approval by the CAO.



- The CAO must report to Council annually on all professional development taken by Employees of the Village.
- The CAO's professional development is as per their employment agreement.

## **ROLES & RESPONSIBILITIES**

<b>ROLE/TASK</b>	<b>TITLE (s) OF PERSON RESPONSIBLE</b>
<b>HANDLING INQUIRIES &amp; COMMUNICATING POLICY</b>	Chief Administrative Officer
<b>MONITORING REVIEWS AND REVISIONS</b>	Administrative Assistant



## SCHEDULE A

<b>Employee Name</b>	
<b>Position &amp; Department</b>	
<b>Date of Request</b>	

<b>Program/Course Name</b>	
<b>Institution/Offered By</b>	
<b>Date(s) of Program/Course</b>	
<b>Description of Program/Course</b>	
<b>Objective of Program/Course</b>	

**Employee Signature:** \_\_\_\_\_

**Received On:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Approved/Denied & Reason:** \_\_\_\_\_