



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-006

Policy Title: Employee Training

Policy Objective:

Provides for training of employees and employee self improvement. To enhance cross training of employees, employee flexibility and employee retention.

Authority:

Council Resolution November 26, 2012

Policy:

Certificate, Diploma or Degree Program

The Municipality may reimburse any employee for 50% of tuition fees after successful completion of any course or class in an ongoing certificate or diploma program providing that the course content relates in some manner to the position and duties of that employee, and subject to the prior approval of the Council on the recommendation of the Administration Committee. Reimbursement for such tuition may be paid to the employee providing a commitment of continued employment is signed by the employee. This will be negotiated on an individual basis subject to the type and duration of training sought.

Job Training and Cross Training

The Municipality shall pay the entire registration fee for programs or workshops that are not part of an extended program and that provide skill enhancements for employee positions.

All requests for employee job training and cross training should be submitted to the Human Resources Officer and approval will be made by the Administrator based on the recommendation of the employee's immediate supervisor, in the context of organizational planning for positions, and with regard to the budget.

The Human Resources Officer will coordinate job training and cross training initiatives in discussion with supervisors and the Administrator.