

<b><i>COUNTY OF WETASKIWIN NO. 10</i></b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  <b>1000 GENERAL ADMINISTRATION</b>
	<b>SECTION:</b>  <b>1300 EMPLOYEE RELATIONS</b>

## CAREER DEVELOPMENT POLICY #1315

### POLICY STATEMENT

Council and Administration both agree that training is an integral part of the success of an organization. As technology is changing rapidly, it has become imperative for the County to maintain a well-trained staff.

Training requests have increased over the past years resulting in more employees being educated. As a result, it has become necessary to develop a policy to uniformly deal with employee time and expenses while attending courses.

### PROCEDURES

- 1) Training needs of employees will be reviewed by the Directors regularly. All requests for training shall be submitted on the designated form through the appropriate supervisor to the Director of Finance for approval. The Director of Finance will consider training priorities and budgetary constraints when making the final approval.
- 2) Costs of approved training courses shall be paid for by the County as follows:
  - a) Tuition/Registration – upon completion
  - b) Expense Claims – as per Subsistence and Travel Policy #1407
- 3) If the Course falls on a regularly scheduled work day, the employee shall be given time off to attend the course with pay. No time or pay, outside the Subsistence and Travel Policy #1407, shall be granted for travelling to a course or attending a course that is not during regularly scheduled work hours.

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