

Staff Learning, Development and Growth:

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Lead Role: GM and Human Resources & Payroll Manager	Replaces: N/A
Last Review Date: N/A	Next Review Date: 2019.05.19

Policy Statement

As an organization, BMS is committed to the delivery of outstanding services that delight our customers. Accordingly, BMS encourages and supports opportunities for staff to grow and evolve in a dynamic, challenging and open environment that promotes our corporate and community values, and develops our employees into true service leaders.

BMS is committed to promoting staff training programs that are the envy of our industry, and are symbolic of BMS being considered an employer of choice.

Guidelines

BMS acknowledges the following guidelines as integral to support this policy:

1. Growth and Achievement
 - a. ensuring employees have fair and equitable access to staff development opportunities in accordance with the needs of the organization
 - b. fostering a shared responsibility between the employee and the organization for staff development and growth
 - c. supporting job enhancement through a broad array of opportunities for employees to develop within their careers
2. Advancement
 - a. encouraging employees to develop their skills and learning for application in present and future work, as well for opportunities across the organization
3. Work Itself
 - a. recognizing the evolving nature of BMS services, combined with the talents of employees, to sustain growth opportunities for the individual, the organization, and the community
 - b. encouraging and supporting, where feasible and appropriate, staff volunteer contributions that help build the community and are aligned with the BMS vision.
4. Recognition
 - a. training and development that aligns with the Commission Vision and Strategic Plan
5. Resourcing

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- a. planning to ensure adequate resources are in place to support staff development opportunities
6. Relationship with Peers
- a. actively sharing learning with others through a variety of creative venues that are appropriate to meet individuals' learning needs
 - b. emphasizing the importance of mutual relationship building as one of the key ingredients for effective staff development

Roles and Responsibilities, Procedures, Forms and Related Policies

1. In support of the above goal, the GM will develop programs and procedures to sustain the implementation of this policy.
2. Employee Learning Programs will following the principles highlighted in the guide attached Learning Plan Development.
3. Recommended employee programs will be required to be completed on the attached Employee Learning Plan and Training Request forms, and be approved by the employee, the supervisor or manager, and a senior manager. Approvals will be consistent with the needs of the organization, the annual business plan, the employee's performance assessment and any outstanding Performance Improvement Plans (PIP's).
4. Shared investment:
 - a. The organization will pay for the cost of the course, conference, and related travel and accommodation, where the course is required to be completed by the employee in accordance with the Employee Learning Plan;
 - b. The organization will pay up to 75% of the cost of a course or program where the material is considered to be of benefit to the organization and the employee, but is not considered mandatory for the employee's continual performance and improvement, or considered integral to the function of their position with the organization. Such courses and programs will also require approval through the Employee Learning Plan;
 - c. The organization will not pay for employee personal time spent studying material related to the course or conference;
 - d. The employee may be given paid time to prepare for an exam or to prepare a conference presentation, equal to 4 hours of regular time for each hour of exam or presentation time;
 - e. The organization will pay for the regular time required for the employee to sit the exam or make the presentation;
 - f. The organization will pay up to three hours at straight time, or in lieu, for non-supervisory position employees, in addition to regular shift pay, per course/program travel day where the travel exceeds 100 kilometers, from the employee's regular work site to the location of the course/program;
 - g. Management and supervisory employees do not qualify for travel time pay;
 - h. Employees who fail program exams will re-take the exams at their own cost;
 - i. Where employees have benefited from organization support for non-mandatory courses and programs, employees will re-pay the organization for the course or program costs, on a pro-rata basis, if they leave voluntarily from the organization within two calendar years of having successfully completed the course or program.
 - i. Employees shall be required to sign an agreement setting out the requirement to repay, and stating that such repayment amounts may be deducted from the

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employee's regular earnings, wages, vacation pay, termination pay or severance pay otherwise owing to the employee.

5. The General Manager has the discretion to consider, approve or reject requests relating to staff learning, development and growth which may vary from the general terms set out above.

Attachments:

1. Employee Learning Plan Development Guide
2. Employee Learning Plan Template
3. Training Request Form

Related Policies:

1. Employee Handbook
2. HUM-005 Staff Suspension Termination Re-assignment and Demotion
3. Performance Management and Pay-for-Performance Program