

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Career Development, Advancement & Redeployment
ORIGINAL DATE: May 20, 1999	POLICY AREA: Training & Development
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Policy

The Rainy River District Social Services Administration Board (RRDSSAB) assists its employees to ensure that any career development opportunities or redeployment opportunities are available for all employees. This includes the upgrading of skills, knowledge, and qualifications in order to increase job performance and the potential for assuming increased responsibilities. The RRDSSAB recognizes the need for, and the benefits that accrue from effective training and development programs, which serve to raise the performance level of individual employees and the general quality of performance of their employees in the following manner:

- a) to attract and retain competent employees who are concerned with their personal development and interested in building a rewarding career with the RRDSSAB;
- b) to provide training and development in accordance with individual and organizational needs, requirements and objectives, on an equitable and consistent basis; and
- c) to help and enrich the work experience of RRDSSAB employees allowing greater satisfaction and preparation for assuming increased levels of performance and responsibilities.

When an employee is hired or provided with an opportunity for advancement or redeployment, an individual training plan will be developed/reviewed by the employee, Immediate Supervisor/Manager and Human Resources. During this review the employee may also identify any accommodations/areas of support that may be required to assist the employee in being successful in their new positions.

The RRDSSAB will consider the accessibility needs identified by employees with disabilities as well as any individual accommodation plans, in order to ensure an equal opportunity to advance within the organization.

Definitions:

Training: Program or activity designed to raise the performance level of an employee for future job responsibilities.

Career Development and Advancement: means providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility, or be at a higher level in the organization. Program or activity designed to prepare an employee to the level of competence required for new job responsibilities.

Employee-Initiated Participation: Request by an employee for permission to participate in training and development with or without the assistance of the RRDSSAB.

Employer-Initiated Participation: Request by the RRDSSAB for the employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with organizational goals, objectives and needs.

Educational Course: Program or course offered by an educational institution or professional institution that the RRDSSAB recognized as contributing to the increased skills and knowledge of the employee.

Conference/Convention: An activity related to membership in a professional association or organization that has a similar purpose in conducting associated business and/or related activities.

In-House Training and Development: Program or course offered or sponsored by the RRDSSAB that is available to RRDSSAB employees. Includes on-the-job training, instruction, seminars and other RRDSSAB-sponsored activities.

Educational Leave of Absence: A Leave of Absence from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.

Work Commitment: The period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy.

Eligibility and Nature of Assistance

In-House Training & Development

In-house training and development activities may vary from short, informal on-the-job

instruction and guidance to more structured programs, courses, workshops and seminars offered on an internal basis or sponsored directly by the RRDSSAB either during or after regular working hours, as follows:

- a) In-house training and development activities are available to any employee including part-time and temporary employees.
- b) The immediate Supervisor must approve application for participation at in-house programs and activities.
- c) All costs for in-house training and development activities are to be assumed by the department as set out in the annual budget for activities, unless specified otherwise.

Tuition Reimbursement – Educational Courses

An employee who chooses to take a course on his/her own time to increase skills and enhance job performance may be eligible to have part of their tuition fees reimbursed, as follows:

- a) To qualify for financial assistance, an employee must be a permanent employee prior to enrolling in a particular course of study.
- b) The course of study requested by the employee must have a direct application to present responsibilities or anticipated future job responsibilities. The employee may be required to make a written report outlining the objectives of the course, its relationship and value to departmental and/or RRDSSAB goals and objectives, to assist in determining approval.
- c) Participation in educational courses, whether employee or employer initiated may be eligible for financial assistance of 80% of tuition expenses.
- d) An employee applying for financial assistance must submit their application for educational assistance to their Manager, prior to enrolment.
- e) Once an approved course is successfully completed, the employee will provide a valid course receipt and proof of successful completion to the Manager for review, including documentation and authorization for refund, which is then forwarded to the Finance Manager for reimbursement.
- f) An *Agreement* requiring continued employment with the RRDSSAB is required as a condition of financial assistance where the amount of financial assistance (80% portion) exceeds \$1000 per annum. Upon completion of the course(s) of study, the employee must agree to a continuation of employment for a period of two (2) years. In the case of termination prior to the conclusion of this period, the

following refund formula shall apply:

*(financial assistance / 24 months) X (# months remaining in the agreement)
equals the amount owing by the employee in the event they leave the employ of the
RRDSSAB prior to the end of the two (2) year agreement.*

- g) In extenuating circumstances, an employee may make a written request to the Chief Administrative Officer (CAO) for an advance of up to 80% of tuition costs. If an advance is granted, the employee must agree in writing to repay the full advance through payroll deduction(s) if the course is not successfully completed.
- h) Where a course directly relates to present or anticipated job responsibilities, and where the employee requests attendance, management may grant such a request with full salary and benefits, taking into consideration organizational objectives and departmental manpower requirements.

Conference & Seminar Attendance

- a) The RRDSSAB shall assume allowable costs associated with attendance at approved activities in accordance RRDSSAB policies including registration fees, transportation costs, accommodations, and meal, per RRDSSAB policies and procedures.
- b) Approval for participation in a conference or seminar must be obtained from the Supervisor, Manager or Chief Administrative Officer, as appropriate.
- c) Unbudgeted courses, training, or conferences will receive approval from the RRDSSAB Board as an unbudgeted expense, prior to attendance.

Procedure

1. Senior Managers will include an annual Plan for Staff Training and Development, as part of the annual service/budget plan, by identifying the projected training needs for the upcoming year. RRDSSAB will budget an annual amount for staff training and development accordingly.
2. An employee requesting training and/or development makes the request, in writing to their Supervisor, as noted above.
3. The Supervisor confirms adequate funds are available in the budget prior to approving the request.
4. Staff members adhere to the RRDSSAB policy on disbursement of funds for travel, where applicable.