

POLICY TITLE:

PROFESSIONAL DEVELOPMENT POLICY

POLICY STATEMENT:

It is the purpose of this policy that the Town of Rainbow Lake will support all employees who wish to further their professional development and upgrade their skills and qualifications.

EFFECTIVE DATE:

February 23, 2022, as per resolution no. 66-2022

DEFINITIONS:

- 1.1** In this policy:
- a) "CAO" shall mean the Chief Administrative Officer of the Town of Rainbow Lake
 - b) "Employee" shall mean an employee, employed full time at the Town of Rainbow Lake
 - c) "Long Term Course" shall be defined as an education program where a series of courses are taken that result in a degree, license, or credential.
 - d) "Professional Development" shall be defined as training or development taken to obtain new skills or qualifications directly related to an employee's job; to maintain, update or upgrade or enhance an existing skill, qualification, knowledge, or professional practice directly related to the employee's work
 - e) "Short Term Course" Individual formal course of study that is completed in a short period of time and is focused on specific skills to enhance the capacity of the employee's existing position.

OBJECTIVES

- 1.2** The objective of this policy is to support training and development activities for employees, both inside and outside of their regular duties. Such training and professional development activities include, but are not strictly limited to:
- a) Short-term courses;
 - b) Seminars and conferences;
 - c) Long-term training and development that results in a degree, license, certification, or credential.

**GUIDING
PRINCIPLES**

- 1.3** Under this policy, all requests for professional development are to be submitted in advance of registration to the CAO and must be supported by the employee's manager/director.
- 1.4** Employees must have successfully completed their probationary period prior to receiving approval for professional development, unless there is an identified organizational need to offer professional development before the probationary period ends
- 1.5** The training or course is to be directly related to the employee's current position and to improve their job performance and productivity, or in consultation with management, training deemed necessary for future roles and responsibilities.
- 1.6** Support and reimbursement related to conference attendance and participation in educational programs/courses will be provided for the following types of expenditures: registration and tuition fees, transportation, and accommodation costs, and per diems as per an approved budget.
- 1.7** Upon completion of any training program/course, the employee is responsible for providing the Manager and/or CAO with confirmation of completion; this is required before reimbursement will be issued and to update an employee's personnel file.

AMENDMENTS

This policy may, from time to time, may be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.



Mayor



Chief Administrative Officer

NEXT REVIEW DATE: FEBRUARY 23, 2025