

# Corporate Policies

**SECTION: PROFESSIONAL DEVELOPMENT** - This Policy may be replaced by newer processes, standards and/or procedures. Please reach out to the Human Resources Division.  
**SUBJECT: Development & Education**

POLICY/PROCEDURE NO. 7.2.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 6

SUPERCEDES POLICY DATED: May 1998

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation is a continuous learning organization and provides an environment for its employees that fosters learning, self-development and personal growth.

The Corporation recognizes the benefits inherent in partnering with its employees as they pursue their development goals. Professional development is deemed to be a shared responsibility between the employee and the Corporation.

The Corporation reserves the right to review and/or revoke funding for training and development in order to preserve prudent fiscal management.

## **PURPOSE:**

The policy is designed to assist eligible employees accessing career-related courses, where there is a demonstrated mutual benefit for both the employee and the Corporation. The policy provides general information to ensure that employees are knowledgeable as to how to further their educational and development pursuits.

## **SCOPE:**

All employees.

## **PROCEDURE:**

### 1. DEFINITIONS

The Corporation provides a variety of programs designed to facilitate an employee's development plan. Specifically, these programs are:

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PROGRAM	BRIEF DESCRIPTION
Self Learning Programs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer-based training, audiotapes, etc. to be borrowed for employee self-paced study.</li> <li><input type="checkbox"/> Materials, when available, are provided by the Development and Education Department, Human Resources Division</li> </ul>
Corporate In-House Professional Development Programs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Development programs are provided by the Development and Education Department, Human Resources Division</li> </ul>
In-House Technical Skills Development	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer related skills training is provided by the Client Education, Information Technology Division</li> </ul>
External Development and Education	<ul style="list-style-type: none"> <li><input type="checkbox"/> Professional workshops, seminars and/or conferences that are short-term in duration</li> <li><input type="checkbox"/> Technical training as required by the position</li> </ul>
Educational Assistance <i>(Full time employees only)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Courses offered by universities, community colleges, secondary schools or professional organizations</li> </ul>
Executive Development <i>(Full time employees only)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Graduate level and/or executive development programs offered by universities.</li> </ul>

## 2. ENROLMENT CONSIDERATIONS

- a. Approval for training and development programs must be supported by an employee's Development and Education Plan. This provides the Corporation with the framework to approve course attendance and/or funding.

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PAGE: 3 OF 6

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Criteria for eligibility and approval have been set by the Corporation and may be amended from time to time. While not limited to the following, criteria parameters will include:

- i. Employee's Development and Education Plan which details current job function and career path
  - ii. Employee's Job Performance
  - iii. Employee's Course and/or Program success rate
  - iv. Corporation's Need
- b. Employees considering enrolment in a course or program should be aware of the personal commitment needed to satisfy the assigned course work and study time required in order to achieve success.
  - c. In all cases, programs and courses must have prior approval of the employee's supervisor. In some cases, further approval may be required.
  - d. Concurrent with approval, will be the confirmation of available funding from the appropriate unit (Human Resources Division, Information Technology Division, Department/Unit, etc.).

### 3. FINANCIAL ASSISTANCE

The Corporation may provide financial assistance to employees who successfully complete approved courses up to 100% for costs associated with tuition, registration, text books, etc. Allocation of funding will be made in accordance with predetermined criteria and the amount of funding available.

Development and Education is administered through and funded by the Human Resources Division, with the following exceptions:

- a. In-House Technical Skills Development, which is administered and funded by the Information Technology Division.
- b. External Development and Education, which is administered and funded at the local department level.

**Note: Funding Conditions**

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PAGE: 4 OF 6

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Funding that has been advanced to employees under either:

- Educational Assistance; or
- Executive Development

must be repaid in full should the employee leave the Corporation within one (1) year of completion. Should this situation arise, the full cost of monies advanced will be deducted from the employee's final pay. The employee will be required to sign an authorization with respect to the deductions from the employee's pay cheque.

#### 4. ELIGIBLE PROGRAMS AND COURSES

The following list, which is not exclusive, describes the types of programs and courses which may be approved:

- a. Courses leading to a degree, diploma, certificate or other accreditation if related to the employee's current position and/or career path within the Corporation;
- b. Courses leading to upgrade the academic level of an employee in order to qualify into a degree, diploma, certificate or other accreditation program;
- c. Skills training, professional development conferences related to the employee's current position; or
- d. Professional association programs, e.g. Certified Management Accountants, the Canadian Securities Course, P. Eng., CHRP, etc.

#### 5. INELIGIBLE PROGRAMS AND COURSES

The following types of programs and courses are typical of those not covered under this Policy:

- a. Personal interest courses; or
- b. Courses offered by private educational institutions not recognized by provincial authorities.

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PAGE: 5 OF 6

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## 6. RESPONSIBILITIES OF THE EMPLOYEE

It is the responsibility of the employee to initiate action to take a course under the Development and Education Policy.

The employee, in conjunction with their supervisor, initiates their Development and Education Plans. Plans are to be discussed with the employee's manager/supervisor to determine the plan's relevance to:

- a. The position currently occupied by the employee; or
- b. The future career plan of the employee.

The employee must submit funding estimates prior to the annual budgetary process. Guidelines for this exercise are communicated on an annual basis. These estimates are not to be construed as approval. Failure to provide estimates may result in a course or program not being approved.

## 7. RESPONSIBILITIES OF THE SUPERVISOR

The supervisor shall take an active part in the preparation and review of their employee's Development and Education Plan. The supervisor will endeavor to support and encourage the employee as the employee pursues their plan. Additionally, the supervisor shall approve applications for Training and Development where appropriate.

## 8. RESPONSIBILITIES OF HUMAN RESOURCES

The Human Resources Division is responsible for the development, implementation and maintenance of the Development and Education Policy. Throughout the approval process, the Human Resources Division ensures that:

- a. The Corporation's interests are safeguarded in that individual plans relate to the overall direction of the Corporation; and

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PAGE: 6 OF 6

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- b. The Employee's interests are safeguarded by providing guidance, direction and feedback.

Prior to the annual budgetary process, the Human Resources Division is responsible for gathering estimates for the next year's development and education costs regarding educational assistance and executive development that are to be used in its divisional budget submission.

## ACCOUNTABILITY:

The employee and their respective supervisor, in collaboration with the Human Resources Division, are accountable for the development, implementation and monitoring of the employee's Development and Education Plan in accordance with this policy as outlined.

## ADMINISTRATION:

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## CONTACT:

Human Resources Division