



# Town of Blaine Lake

Policy Title <b>Employee Development Policy</b>		Adopted By <b>Council</b>	Resolution No: <b>2021-419 Amended</b>	
Origin/Authority	<b>Town of Blaine Lake</b>		Effective Date	Pages
Reviewed By <b>Council -Town of Blaine Lake</b>			<b>October 18, 2021</b>	<b>2</b>
Amendments <b>September 20, 2021</b>				

## Purpose

The Town of Blaine Lake is dedicated to ensuring employee education and development that meets the legislated requirements for their employment positions. This Policy, while providing opportunity for employees to further enhance their skills, education and interests, will address both the Employee and the Employers responsibility in obtaining and maintaining required education levels.

In addition, the Town of Blaine Lake recognizes the value of continued learning and encourages employees for all manners of educational development beyond the minimum requirements. Classes and workshops outside of the employment purposes but that aid for personal growth may be approved at the discretion of Council.

## Employer Responsibility

- Tuition or workshop fees and any associated costs, such as: hotel, meals, mileage, etc., will be covered as per Schedule A the first time the course is taken by the employee
- Providing the course is mandatory, and the employee is unsuccessful at obtaining a passing grade, arrangements must be made to reschedule applicable exams within 30 days
- If a re-write is required, costs will be covered for the exam and the employee's wages only will be paid to re-write the exam one time only. Mileage to attend the re-write will be at the employee's expense and not reimbursed.
- Should the Employee wish to re-write the course or a 2<sup>nd</sup> or more re-write of the exam is required, the cost will be the responsibility of the Employee and the Employer will not reimburse. As well, the time taken from work and the travel and meals will not be paid by the Employer

## Employee Responsibility

- Upon completion of the course, all receipts are to be submitted within thirty (30) Days in order to be reimbursed

- Employee is to notify Administrator immediately if they do not successfully complete or pass the applicable exams
- As stated above, the employee will be responsible for the payment of the second re-write and wages will not be paid to re-write the exams. Meals and Mileage to rewrite the exam or course, will not be considered a reimbursable expense

## **Education and Certification Requirements**

The Town of Blaine lake will make every effort to promote and ensure adequate training for all employees

Full Time Maintenance Employees are required to obtain and maintain certifications in the following as per employment requirements

- Water Treatment & Distribution Certification – at the appropriate levels required for Permits
- Waste Water Treatment & Collection Certification – at the appropriate levels required for Permits
- CPR/First Aid
- WHIMIS
- Power Mobile Equipment

Administration Employees are required to obtain and maintain certification in the following as per employee requirements

- Municipal Administrator Certification
- CPR/First Aid

Full-time and permanent part-time Transfer Station Employees are required to obtain and maintain certifications in the following as per employment requirements

- CPR/First Aid
- WHIMIS

## **Schedule A**

- Accommodations Approved by Council – paid in full by the Town
- Allowance for meal as per receipts submitted to a maximum of \$65/day
- Mileage – at the current rate approved by Council
- Parking – as per receipts submitted
- Registration fees – as approved by Council