



# Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Development Policy	HR-013	089/22	March 29, 2022	2	NO

**Policy Objective:**

To development a Policy on ensuring employee education and development that meets the legislated requirements

**Background:**

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 the employment purposes, but that aid for personal growth, may be approved at the discretion of Council

**1. Employer Responsibility**

- a. Tuition or workshop fees and any associated costs such as hotel, meals, mileage, etc., will be covered as per Policy HR- the first time the course is taken by the employee.
- b. 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
- c. 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.
- d. 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 travel and meals will not be paid by the Employer.

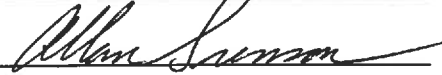
**2. Employee Responsibility**

- a. Upon completion of the course, all receipts are to be submitted within thirty (30) days in order to be reimbursed.
- b. Employee is to notify CAO immediately if they do not successfully complete or pass the applicable exams

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 Mayor

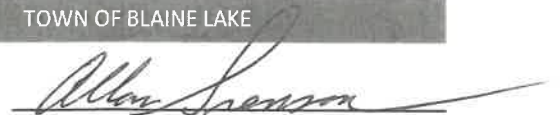
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- c. The employee will be responsible for the payment of the second re-write and wages will not be paid to re-write the exams. Meals and Mileage to rewrite the exam or course, will not be considered a reimbursable expense.
- 3. Education and Certification Requirements
  - a. The Town of Blaine Lake will make every effort to promote and ensure adequate training for all employees.
  - b. Administration Employees are required to obtain and maintain certification in the following as per employee requirements:
    - i. CAO
      - 1. Municipal Administration Certification
      - 2. CPR/First Aid
    - ii. Assistant Administrator
      - 1. CPR/First Aid
    - iii. Clerk
      - 1. CPR/First Aid
  - c. Full Time Maintenance Employees are required to obtain and maintain certifications in the following as per employment requirements:
    - i. Water Treatment Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - ii. Water Distribution Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - iii. Waste Water Treatment Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - iv. Waste Water Collection Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - v. CPR/First Aid
    - vi. WHIMIS
    - vii. Power Mobile Equipment
    - viii. As per the individual Employee Contractor
  - d. Full-time and permanent part-time Transfer Station Employees are required to obtain and maintain certifications in the following as per employment requirements:
    - i. CPR/First Aid
    - ii. WHIMIS
- 4. Notification of Final marks
  - a. That the CAO request the final marks and/or exam and certification of courses be submitted to the Town office.
  - b. Grades or Certificates must be submitted within 30 days of receipt.

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Mayor

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