



## Staff Training & Development Policy

AdvanTec is committed to advancement and innovation through investing in our employees' professional development.

### **Purpose**

The objective of this policy is to ensure that:

- Employees have the necessary skills and knowledge to perform their current jobs
- Employees will have opportunities to develop and grow skills and knowledge beyond their current role based on the future needs of the AdvanTec
- The training and development budget is allocated fairly and equitably and administered using a standard procedure for all employees

This policy applies to all employees of AdvanTec.

### **Definition:**

**Ancillary Expenses:** additional expenses other than tuition and books which may include lodging, travel, parking and food.

**Conference:** A learning opportunity that is promoted as a "conference", often involves a number of session options, may include an overnight stay and is often held at a conference or convention type facility.

**Director or Designate:** The employee who has overall responsibility for the facility; in the case of a Director request, the signing authority will be the CEO.

**Employee Driven Training:** Training and development requested by an employee that is not required as part of his/her current position but is related to the employee's work and will benefit AdvanTec currently or in the future.

**Employer Driven Training:** Required/mandatory training that is directly related to an employee's current role. This may include but is not limited to performance improvements, skills refreshers, and as a result of technological or legislative requirements and has a direct impact on the employee's ability to perform his or her current role.

**One-off:** Stand-alone courses, not part of a series of courses that lead to a designation or credential.



**On-Site:** Stand alone or multi day workshops or courses that are held at AdvanTec.

**Training or Development Program:** Can be a single course or workshop or a series of courses that may or may not lead to a certification (certificate, diploma, degree).

### **Policy:**

#### **Budget Allocation**

AdvanTec overall training and development budget is set annually as part of the business planning process.

The budget for all training will be managed by Human Resources. Those that oversee training and development funds will ensure that budgets are allocated fairly and equitably and that the allocation best meets the needs of AdvanTec. Funds will be used to ensure that employee's skills, certifications, designations and legal or legislative requirements are being met within the scope of the employee's current position or job description.

The budget will be used to develop and grow employees beyond their current position for the purpose of succession planning and advancement. Funds will also be used to provide companywide training and development initiatives that focus on identified competencies across all employee groups (for example leadership, business skills, customer service, respectful workplace and safety).

Conferences and professional fees will be funded out of the department's annual budget.

#### **Employer Driven Training or Development Programs**

When the company requires an employee to attend a training or development program, the company will cover 100% of the costs to attend this training or development including tuition, books, wages and ancillary expenses. Required training is training that is directly related to an employee's current role. This may include but is not limited to performance improvements, skills refreshers, and as a result of technological or legislative requirements and has a direct impact on the employee's ability to perform his or her current role.

Employees must provide proof of attendance and/or successful completion of each course completed to Human Resources or Designate, to ensure the training is recorded as part of the employee's employment record.



Hours spent by an employee travelling to and from a training and development programs are the responsibility of the employee. Should an employee leave the organization, they will not be responsible for paying back any mandatory training costs.

### **One-off Employee Driven Training or Development Courses (Off-Site)**

The employee and employer recognize that there are mutual benefits derived when an employee attends a training or development course that is not required by the employer.

Employees that are interested in pursuing non-employer driven training or development must:

1. Gain support from his/her Manager or Designate.
2. Complete the appropriate *Training Request Form*, have it signed by the manager and then forward to Human Resources for review.

The following criteria will be considered in reviewing the application: relevance to current position, cost, impact of attendance on operations, available budget, foreseeable future benefit to the organization, and availability of a similar on-site course.

Human Resources will reject or approve the request and will notify the employee of the status and if approved the employee can proceed with registering and paying for the course. The CEO will have final discretion on approval if a disagreement arises.

Approval must be obtained from Human Resources or Designate **before the employee can register** in the course. Employees who register without approval may be required to personally pay for the course. The employee is responsible for 100% of ancillary expenses. The employee must pay for the cost of the course and will be reimbursed upon completion of the course.

**For reimbursement, the employees must provide proof of payment and proof of successful completion** and send it to Human Resources. Human Resources will coordinate with Finance to issue the reimbursement. AdvanTec will not pay costs for employees who do not successfully complete their course.

The time to attend all employee driven training and development courses and the time to complete course work is the responsibility of the employee. Employees who voluntarily leave the organization will follow the repayment schedule:



- During the program and or within one year of completion – 100% of AdvanTec's contribution must be repaid
- One year plus a day after completion – no repayment required.

### **Multi-course Employee Driven Programs and Certifications**

Applications for courses that *may* lead to certification and/or consist of multiple courses must include: a detailed rationale of how the program will benefit the employer now and in the future; a description of the entire program including all courses; a time-line; and breakdown of the total costs including tuition and books.

The following criteria will be considered in reviewing the application: relevance to current position, the employer's assessment of the employee's future career potential, opportunities for advancement, the employee's employment history with AdvanTec, the cost of the full program, impact of attendance on operations, available budget, and availability of similar on-site programs.

Human Resources and the employee's Manager or Designate will collectively make the decision and if approved, Human Resources will inform the employee of the approval. The CEO will have final discretion on approval if a disagreement arises.

Approval must be obtained before the employee can register in the program. Employees who register without approval may be required to personally pay for the program. The employee is responsible for 100% of ancillary expenses.

For reimbursement, the employees must provide proof of payment and proof of successful completion and send it to Human Resources. Human Resources will coordinate with Finance to issue the reimbursement. AdvanTec will not pay costs for employees who do not successfully complete their course.

The time to attend all employee driven training and development programs and the time to complete course work is the responsibility of the employee.

Employees who voluntarily leave the organization will follow the repayment schedule listed below.

### **Apprenticeship financial support (launching January 2017)**

AdvanTec will provide financial support (max \$1,000.00 for tuition) for two employees per year in apprenticeship programs, related to functions of the company. Employee must complete the *Apprentice Support Application Form* by



June 15<sup>th</sup> of each year. (the exception being the first year, applications must be in by November 1, 2016)

If an employee receives financial support one year, it does not guarantee that they will receive financial support the following year; employees must apply annually for financial support.

Management will collectively make the decision on which two employees will be supported each year and if approved, Human Resources will inform the employee of the approval. The CEO will have final discretion on approval if a disagreement arises.

Approval must be obtained before the employee can register in the program. Employees who register without approval may be required to personally pay for the program. The employee is responsible for 100% of ancillary expenses.

For reimbursement, the employees must provide proof of payment and proof of successful completion and send it to Human Resources. Human Resources will coordinate with Finance to issue the reimbursement AdvanTec will not pay costs for employees who do not successfully complete their course.

The time to attend all employee driven training and development programs and the time to complete course work is the responsibility of the employee.

Employees who voluntarily leave the organization will follow the repayment schedule below.

### **Re-payment schedule**

For multi-course and certification programs (all non-mandatory courses), the employee is required to sign and agree to the repayment schedule with AdvanTec. In the event the employee voluntarily leaves AdvanTec based on the following repayment schedule:

- During the program and or within one year of completion– 100% of AdvanTec's contribution must be repaid
- Greater than one year after completion but less than two years – 75% of AdvanTec's contribution must be repaid
- Greater than two years after completion but less than three years – 50% of AdvanTec's contribution must be repaid
- Three years after completion – no repayment required.



Employees must provide proof of attendance and/or successful completion of each course or program completed to Human Resources ensure the training is recorded as part of the employee's employment record.

**On-Site Training or Development Programs**

On-site training or development programs are offered based on the need to provide training and development to:

- meet regulatory requirements (e.g. safety courses)
- address technological changes (e.g. computer courses)
- fulfill organizational identified priorities (e.g. leadership)

Attendance for on-site training or development programs must be approved by the employee's Manager or Designate. Approval should be based on relevance to the employee's current position, frequency of attendance at other on-site training programs, coverage and employee interest. These criteria should also be used to determine who gets to attend when there are multiple or conflicting requests from the same service area.

The time to attend on-site training or development programs will be paid for by the employer.

**END POLICY**