

## **COMMITTEE OF THE WHOLE APRIL 7, 2008**

### **CONTINUING EDUCATION POLICY**

#### **Recommendation**

The City Manager, in consultation with the Senior Management Team and the Director of Human Resources recommends that:

1. The revised Continuing Education Policy be adopted; and
2. This report be received.

#### **Economic Impact**

The implementation of this revised policy will have no additional economic impact.

#### **Communications Plan**

The revised policy will be rolled out to staff through the Senior Management team and Department Heads, will be included in the policy manuals, placed on the VIBE and will be reinforced each time an employee signs up for a course.

#### **Purpose**

The purpose of this report is to advise the members of Council about revisions to the Continuing Education Policy.

#### **Background - Analysis and Options**

The City of Vaughan currently has a Continuing Education policy that requires employees to reimburse the City if they leave the employ of the City within 2 years of taking an educational course in excess of \$500 outside of the City.

The City, through its strategic initiatives is increasing the investment in its employees through the provision of both external and internal training opportunities. One such opportunity is the Schulich Masters Certificate in Municipal Management. This is a costly course that allows the City to invest in its management staff and provide leadership training that will help the City to grow and develop and meet the needs of the citizens.

With the investment of City funds to support the training and development of staff, staff should be prepared to continue to work with the City in order that the City can realize the benefits of the investment that have been made.

The existing policy was revised to ensure that if the City invests in educating staff, beyond \$500 in a 24 month period, in courses other than that required to maintain their qualifications and the employee voluntarily leaves the employ of the City before the City had an opportunity to realize the benefits of the investment, then the employee must reimburse the City on a sliding scale for the monies paid.

#### **Relationship to Vaughan Vision 2020**

This report relates to the Strategic Initiative of Staff Excellence and deals directly with the initiative to the Professional Development of Staff.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

**Regional Implications**

There are no regional implications.

**Conclusion**

The revision to the policy ensures that the City realizes the investment it makes in its staff. The policy was developed pursuant with the Corporate policy on Policy Development.

**Attachments**

1. Continuing Education Policy
2. Continuing Education Form

**Report prepared by:**

Janet Ashfield  
Director of Human Resources

Respectfully submitted,

Michael DeAngelis  
City Manager

**CITY OF VAUGHAN  
POLICY MANUAL**

|   |                   |
|---|-------------------|
| <b>SECTION:</b> LEGAL AND ADMINISTRATIVE SERVICES | <b>POLICY NO:</b> |
|---|-------------------|

|                                       |  |
|---------------------------------------|--|
| <b>DEPARTMENT:</b><br>HUMAN RESOURCES | <b>SUBJECT:</b><br>CONTINUING EDUCATION POLICY |
|---------------------------------------|--|

**PURPOSE:** The City of Vaughan endorses continuous learning through employees' training and development in an equitable manner. It is an opportunity to support and maintain a competent, motivated, well-trained and productive workforce. This policy ensures an awareness of and equitable access to training and development opportunities within guidelines in the policy.

**APPLICATION:**

This policy applies to all employees as well as elected representatives.

**DEFINITIONS:**

**Training** Includes all training whether provided in-house or externally where the City through departmental budgets either pays for or reimburses an employee for course fees, books, etc.

**Course Fees** These are fees paid to allow an employee to attend a course, either in house or at an accredited educational institution.

**TRAINING FOR CURRENT POSITION:**

These types of internal and external courses are essential to an employee for the following:

- a) to maintain qualifications;
- b) to upgrade qualifications necessary for the present position; and
- c) are recommended by the Department Head;

These courses will be reimbursed as follows:

- i) 100% of the course fee;
- ii) The cost of any books;
- iii) Time off during normal working hours to be recorded as attendance at work
- iv) Travel and associated expenses for courses held outside the City and/or over one day in duration shall be reimbursed as per the business expense schedule or collective agreement.

**CITY OF VAUGHAN  
POLICY MANUAL**

|   |                   |
|---|-------------------|
| <b>SECTION:</b> LEGAL AND ADMINISTRATIVE SERVICES | <b>POLICY NO:</b> |
|---|-------------------|

|                                       |  |
|---------------------------------------|--|
| <b>DEPARTMENT:</b><br>HUMAN RESOURCES | <b>SUBJECT:</b><br>CONTINUING EDUCATION POLICY |
|---------------------------------------|--|

**EDUCATION ASSISTANCE:**

These courses are taken after regular working hours by the employee to provide opportunities for future promotions and transfers to other areas within the organization.

The requirements for receiving educational assistance from the City of Vaughan are as follows:

- a) a maximum of 3 courses per year
- b) courses must be provided by an accredited educational institution
- c) application must be initiated by the employee and approved in advance by the Department Head
- d) time spent during the course is not considered as time at work

These type of courses will be reimbursed as follows:

- i) 50% of the tuition fee
- ii) 50% of the cost of books
- iii) After documentation of the successful completion of the course is provided

**REIMBURSEMENT BY EMPLOYEE:**

If an employee voluntarily leaves the employ of the City and more than \$500 was spent by the City in course fee(s) through Training or Education Assistance, the employee agrees to reimburse the City in accordance with below:

|   |                                     |
|---|-------------------------------------|
| Within 12 months of the funding of such training                        | 100% of the monies paid by the City |
| More than 12 months and up to 24 months of the funding of such training | 50% of the monies paid by the City  |

*Training necessary to maintain qualifications shall be exempt from the reimbursement requirements outlined above.*

7.5

APPLICATION FOR CONTINUING EDUCATION

| 1. TO BE COMPLETED BY EMPLOYEE PRIOR TO REGISTRATION DATE  |             |                  |
|--|-------------|------------------|
| Employee Name:   | Department: |                  |
| Current Date:  |             |                  |
| Course Title:  | Code No.:   |                  |
| Name of Educational Facility:  | Start Date: | Completion Date: |
| Name of Degree, Diploma, Certificate:  |             |                  |
| Why is this Course beneficial to you and to the Municipality?                                    |             |                  |
| I have read the Continuing Education Policy attached hereto and accept the terms and conditions. |             |                  |
| _____<br>Employee's Signature  |             |                  |

7.6

**COST OF COURSES:**

Registration     \$  
 Exam Fee        \$  
 \* Books          \$  
 \* Travel         \$  
 \* Other          \$  
 TOTAL            \$ \_\_\_\_\_

\* if under Item 1 in Policy

**SUPERVISOR'S COMMENTS AND INITIALS:**

**2. TO BE COMPLETED BY THE DEPARTMENT HEAD**

Are budget funds available?                       Yes                       No

Budget Account No. \_\_\_\_\_

Under the Continuing Education Policy this course is:                       100% Refundable                       50% Refundable

Approval to Take Course: \_\_\_\_\_  
Director

**3. TO BE COMPLETED FOLLOWING COMPLETION OF COURSE**

Transcript of successful completion of courses (attach copy)                       Yes                       No

Approved for Payment: (attach receipts)                       Yes                       No

\_\_\_\_\_  
Director

\_\_\_\_\_  
Commissioner/AGM (if applicable)

\_\_\_\_\_  
City Manager (or his designate)