



Municipal Policy Manual

NAME: Staff Professional Development & Training Policy

Section: 100 **No:** 134

COUNCIL MOTION NUMBER: 288 2509 22

UPDATED: 22nd September, 2025

1. PURPOSE

The Town of Picture Butte believes in the development of our workers, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Picture Buttes annual budget.

The investment that the Town of Picture Butte makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills required. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. All employees will be provided with opportunities so that they may maintain and develop their skills, adapt to change workplace needs and fulfill their employment potential within the Town.

2. DEFINITIONS

- 2.1. Training shall mean the acquisition of knowledge, skills, and competencies as a result of teaching of vocational or practical skills and knowledge that relate to specific useful competencies.
- 2.2. Professional Development shall mean the skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice.
- 2.3. Cost(s) shall include tuition fees, registration fees, and any course materials required for the Training or Professional Development.

3. POLICY

- 3.1. The following shall be eligible for Training and Professional Development:
 1. Permanent staff that have successfully completed the probation period.
 2. Casual or Seasonal staff may attend required training as approved by the supervisor.
- 3.2. Department Heads are responsible for identifying development requirements for permanent employees.



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- 3.3. Where the Town has directed a staff member to attend Professional Development or Training outside of regular scheduled hours of work, the time involved is not considered to be overtime. In these instances the employee will be provided with a new work schedule.
- 3.4. Where possible, with the exception of formal evening courses or programs, Professional Development or Training will occur during regularly-scheduled hours of work.
 1. Time spent at social gatherings outside of Professional Development and Training is not considered to be overtime nor will the employee be compensated for this time.
 2. Employees shall not be financially compensated for any personal time required to travel to and from Professional Development and Training.
- 3.5. Where the Town considers an employee's membership in a Professional Association or Organization necessary for that employee to discharge their responsibilities with the Town the Town shall pay that employee's membership fees in the Professional Association or Organization.
- 3.6. Upon approval, the Costs for Training, Professional Development, materials required and cost of accommodations, if required, shall be paid by the Town.
- 3.7. When Professional Development and Training Costs are within \$5,000 to \$9,999:
 1. The employee will enter into a 12 month return of service agreement that states:
 1. If the employee leaves or is dismissed from the Town prior to the completion of the 12 month return of service, all Costs will be reimbursed to the Town by the employee.
 2. Costs shall be pro-rated based upon the months of service given by the employee after receiving the Training or Professional Development.
- 3.8. When Professional Development and Training Costs are over \$9,999:
 1. The employee will enter into a 24 month return of service agreement that states:
 1. If the employee leaves or is dismissed from the Town prior to the completion of the 24 month return of service, all Costs will be reimbursed to the Town by the employee.
 2. Costs shall be pro-rated based upon the months of service given by the employee after receiving the Training or Professional Development.
- 3.9. When an Employee attends Professional Development or Training that requires the passing of an exam or test for official certification or qualification and the employee fails the exam or test resulting in a failure to obtain the certification or qualification then the Employee shall pay back the Costs of the Training or Professional Development.
 1. This clause (Section 3.9) only applies to Employees that have Professional Development or Training costs that are outlined in Section 3.7 and 3.8.

External Training Agreement



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Employee Name: _____
Name of Training Course: _____
Training Funding Requested: _____

1. I understand and agree that as part of my employment with the Town of Picture Butte I will receive training regarding **insert purpose of training**, which will be funded by the Town of Picture Butte subject to the terms of this agreement.
2. I understand and agree that the purpose of the training is to **insert purpose** and that I therefore stand to personally benefit from this training, including in respect of my own professional development and career prospects separate and apart from my employment with the Town of Picture Butte.
3. My training will begin on **insert date** and end on **insert date**.
4. The total costs of the training are estimated to be **\$ insert amount**, inclusive of all taxes and related charges. I will promptly provide receipts and invoices to the Town of Picture Butte to evidence the actual training costs incurred.
5. I understand and agree that if my employment is terminated for any reason whatsoever, whether occasioned by me or by the Town of Picture Butte for cause or without cause, I undertake to refund the Town of Picture Butte for the actual training costs incurred by the Town of Picture Butte, inclusive of all taxes and related charges, as evidenced by receipts and invoices issued to the Town of Picture Butte (the "Training Charges") according to the following formula ("Repayment Costs"):

Training Costs between \$5,000 - \$9,999 will be pro-rated based on the 12-month return of service.

Training Costs above \$10,000 will be pro-rated based on the 24-month return of service.

6. By signing below, I hereby authorize the Town of Picture Butte to deduct the Repayment Costs from any amounts owing to me upon the cessation of my employment with the Town of Picture Butte for any reason whatsoever, including any amounts payable to me under the provisions of the *Alberta Employment Standards Code*, and the regulations thereto, including any successor legislation, as amended from time to time (collectively, the "ESC" or the "Code"). I understand and agree that this Agreement shall provide the Town of Picture Butte with authorization to make the above-referenced deductions in accordance with section 12 of the ESC, provided that any deductions shall be based on a percentage of the actual Training Charges incurred by the Town of Picture Butte, as explained in Clause 5 above. For further clarity, under no circumstances shall I receive less than my full entitlements under the Code.
7. If for any reason whatsoever the Town of Picture Butte is unable to deduct the Repayment Costs from the amounts owing to me, as described in Clause 6, or if the deductions made in accordance with Clause 6 are insufficient to cover the total amount of the Repayment Costs, then I understand and agree that I will be responsible to immediately pay the Repayment Costs, or any outstanding



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or unpaid portion thereof, to the Town of Picture Butte directly and that the Town of Picture Butte shall have the right to recover the Repayment Costs, or portion thereof, from me separate and apart from Clause 6.

8. Under no circumstances shall I be required to pay an amount over and above the amounts set out in Clause 5 above, and I hereby understand and agree that the purpose of this Agreement is not to impose a financial penalty upon me or to impose upon me any kind of restraint of trade or punitive sanction.
9. I understand and agree that funding for my training will be withdrawn and I will be required to immediately repay the full amount of any Training Charges incurred by the Town of Picture Butte if I:
 - discontinue the course before completion
 - do not receive a passing grade

However, if this should occur, under no circumstances will be I required to immediately pay an amount greater than the actual Training Charges incurred by the Town of Picture Butte ("Forfeiture Costs"). Moreover, by signing below, I hereby authorize the Town of Picture Butte to deduct the Forfeiture Costs from any amounts, wages or termination pay of any kind owing to me, including any amounts payable to me under the provisions of the ESC. I understand and agree that this Agreement shall provide the Town of Picture Butte with authorization to make the above-referenced deductions in accordance with section 12 of the ESC, as amended from time to time. For further clarity, under no circumstances shall I receive less than my full entitlements under the Code.

10. Each paragraph, clause and provision of this Agreement shall be severable from the others and if for any reason any such paragraph, clause or provision is found to be invalid or unenforceable for any reason, then such invalidity or unenforceability shall not in any way affect the validity or enforceability of any other paragraph, clause or provision.
11. I will inform my manager when I have completed the training and provide any qualification certificate(s) to update my personnel file.

Acknowledgment and Signatures

I confirm that I have had the opportunity to read, review, and consider this Agreement and that I am signing it freely, voluntarily, and without duress.

Employee Name			
Employee Signature:		Date:	
Employer Name			
Employer Signature:		Date:	



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