

COUNTY OF ST. PAUL #19

Policy Number PER-8

Title
**Conference, Seminar,
Workshop and Educational
Support / Course Policy**

Page 1 of 4

Date Approved

Policy Statement: The Council of the County of St. Paul No. 19 recognizes the importance of employees and Council members attending conferences applicable to the delivery of services within their specific departments, and accepts responsibility for payment of related fees and expenses for attendance at the conference/meeting.

Procedures:

The Council of the County of St. Paul No. 19, therefore, approves the annual attendance of employees and Council members at the following conferences:

Reeve and County Councillors:

- AAMD&C Spring & Fall Conventions
- Agriculture Service Board Tour and Convention
- Rural Utilities and Safety Association Conference
- Community Planning Conference
- Elected Officials Education Program

*As it pertains to EOEP, Courses can only be taken once. Approval will cease upon completion of the certificate.

All conferences incidentally related to the committee work of the Reeve and all Councillors will not require approval from Council.

Chief Administrative Officer:

- Alberta Rural Municipal Administrators Assoc.
- AAMD&C Spring & Fall Conventions
- Administrators' Refresher Workshop - SLGM

Assistant Chief Administrative Officer:

- Alberta Rural Municipal Administrators Assoc.
- AAMD&C Spring & Fall Conventions

Superintendent of Public Works:

- AAMD&C Spring & Fall Conventions

Assistant Superintendent of Public Works:

- AAMD&C Spring & Fall Conventions

Finance Officer:

Government Finance Officers of Alberta

Assessors:

Alberta Assessor's Association

Alberta Assessors Association Fall Educational Symposium

Assessment Clerks:

Assessment Review Board Conference

Planning and Development Staff:

Alberta Development Officer's Association

Community Planning Conference

FOIP Coordinator:

Access and Privacy Conference

Secretary and At-Large Members of the Subdivision and Development Appeal Board:

Municipal Affairs Training

Certified Water Operators:

Alberta Chapter Western Canada Water & Wastewater Operators Assoc.

Rural Utilities and Safety Association

Director of Environmental and Emergency Services:

Alberta Association of Agricultural Fieldmen

Regional Agricultural Service Board Conference

In-service Training

Provincial Agricultural Services Board Summer Tour Conference

Community Planning Conference

Agriculture Fieldmen/Officers:

Alberta Association of Agricultural Fieldmen

Regional Agricultural Services Board Conference

In-service Training

Provincial Agricultural Services Board Summer Tour Conference

FCSS Director:

Director's Network

FCSSAA Spring and Fall Conferences

Secretary to the Library Board:

Northern Lights Library Conference

Alberta Library Conference

Parks Managers:

Alberta Recreation and Parks Association Conference

Other Staff Members

- a) The County Administrator may authorize department heads to attend conferences, workshops or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council Meeting. When this occurs the County Administrator shall report such attendances to Council at the next following Council Meeting for ratification.
- b) The County may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the County Administrator outlining in detail the program to be followed and related costs thereof.
- c) The Department Head may authorize an employee (in consultation with the County Administrator) to attend a conference, seminar, or workshop relevant to their job where the professional development activity is within the County or within a radius around the County which enables the employee to travel to and from the workshop on the same day as the workshop occurs at a regular salary.
- d) If reasonable, employee designated County vehicles are expected to be used for transportation to and from conferences, seminars, workshops, etc.
- e) Course registration fees may be paid for by the County with authorization by Council.
- f) Upon the completion of any course funded by the County, the final grades must be submitted to the County Administrator.
- g) All employees must take appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
- h) Any employee participating in any courses that have been paid by the County of St. Paul must remain with the County after course completion for a period of twelve (12) months. If an employee terminates his/her employment prior to the one (1) year period, the tuition is to be reimbursed to the County. (see attached form).

Course Agreement Form

Any employee participating in any courses that have been paid by the County of St. Paul must remain with the County after course completion for a period of twelve (12) months. If an employee terminates his/her employment prior to the one (1) year period, the tuition will be deducted from the employee's final pay cheque.

By signature below, the employee understands the above terms and agrees to the following terms.

Course Name

Start date of course

End Date of course

Employee's Name

Employee's Signature

Date

Administrator's (or designate)
Name

Administrator's (or designate)
Signature

Date