



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul wishes to establish criteria and guidelines related to providing financial support to apprentice employees when attending accredited technical training courses within an apprenticeship program to attain the Journeyman Red Seal Status.

#### **POLICY STATEMENT:**

- 1) The County of St. Paul promotes the attainment of job skills and is committed to investing its resources in the training and development of its employees who are registered in an apprenticeship program recognized in the Province of Alberta.
- 2) Successful completion of apprenticeship training courses required combined with the number of hours of on-the-job experience required for each year of the apprenticeship program, will permit the employee to advance from the apprentice status to Journeyman status.
- 3) The County shall pay for all registration and tuition fees for an apprentice employee when attending technical training courses.
- 4) When an employee is attending apprenticeship courses, the County shall pay for both the employee and employer portion of group benefits for the employee during their time away from work.
- 5) The apprentice employee remains a County employee while they are attending courses under an apprenticeship program.
- 6) Unless advised otherwise by the County, upon completion of a course of technical training, the employee will return to their duties at the County.

- 7) The apprentice employee will work and cooperate with management in obtaining advance approval for the time necessary to attend the technical training courses for their apprenticeship.
- 8) Prior to approval, the employee shall provide the County with confirmation of acceptance for such training at a recognized technical institute in Alberta.
- 9) An employee who plans on attending technical courses will endeavor to take the training at the institution, which is closest to the County of St. Paul's Administration Office. Other technical training institutions may be authorized by the Chief Administrative Officer or their designee.
- 10) The employee is required to successfully complete the courses for the apprenticeship training and provide proof of completion of the apprenticeship courses to the County for their personnel file.
- 11) Considering the significant investment that benefit and tuition support for employees' apprenticeship training, the County will seek assurances, in writing, that employees will return to work following their attendance at each session of technical training.
- 12) In the event that an employee does not return to work for the County after a course of technical training ends, or in the event the employee resigns from the County within one (1) year of completing a technical training course, the employee shall be required to reimburse the County for the training costs and the benefit and tuition support. The sum shall be immediately due and owing upon the termination of the employee's employment and the debt shall become legally due and owing to the County by the employee. The County may opt to garnish the employee's wages on their final cheque to recover the amount owing.
- 13) Within a given year, the County may restrict the number of apprentices it permits to attend courses at technical institutes. Training opportunities are dependent on operational requirements and financial resources.