



## POLICY 5.2 EMPLOYEE DEVELOPMENT

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Department: Personnel

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

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**PURPOSE:**

The Board recognizes the need for employee training and development in order for employees to become more adept in the performance of their duties.


**POLICY:**

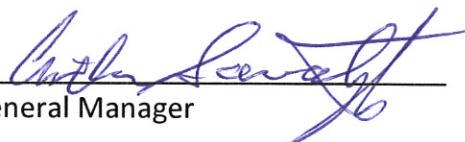
Annually, the Board will budget funds for tuition, registration, travel, subsistence, lodging and other fees necessary to promote employee development.

Department Supervisors are expected to recommend employee development opportunities to staff when such training is available in the area. Staff are also encouraged to seek out training opportunities and request to attend. All requests must be authorized by the Department Supervisor, in accordance with the annually approved budget.

The General Manager will approve attendance for Department Managers based on availability of funds, workloads, relevance of training to the operation of the Company and other relevant considerations.

Attendance at courses, conferences or seminars which cause the employee to be absent for five or more consecutive work days or which require out-of-province travel will require prior approval by the General Manager.

  
Chairman

  
General Manager