

THE ST. LAWRENCE
PARKS COMMISSION
AN AGENCY OF THE
GOVERNMENT OF ONTARIO

**Parks of the
St. Lawrence**



**Les Parcs du
Saint-Laurent**

LA COMMISSION DES
PARCS DU SAINT-LAURENT
UN ORGANISME DU
GOUVERNEMENT DE L'ONTARIO

PROCEDURE FOR STAFF LEARNING AND DEVELOPMENT

October 2013

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1. PURPOSE:

Following the principles of the OPS Learning and Development Policy, this procedure provides a guideline for consistent decision-making with regard to individual learning and development at the St. Lawrence Parks Commission (SLPC); it assigns accountability and responsibility for learning, development and knowledge sharing.

2. PRINCIPLES:

Learning and development supports the growth of our workforce; it assists in developing a flexible and highly skilled workforce with transferrable skills.

Investment in employee learning and development is critical to ensuring we have the necessary talent and skills to meet our business mandate.

Learning and development opportunities should be available to everyone.

Limited financial resources should be used with consideration to the value of the learning investment, linkage to business critical needs and result in demonstrated performance outcomes.

Everyone is responsible for learning and development.

Recognizing the needs of employees with disabilities and the requirement for equal opportunity, our goal is to ensure appropriate training and learning resources are available in accessible formats for everyone. Needs of employees with disabilities will be looked at on a case by case basis.

3. MANDATORY REQUIREMENTS

Learning and development plans must be aligned with the current and future business requirements of SLPC.

Learning and development plans will be incorporated into Performance Development and Learning Plans (bargaining unit employees)/Performance and Readiness Assessments (management employees).

Learning and development plans will be based on one of the following criteria:

- Career development and advancement;
- Leadership Development;
- Gaps in skills for business critical positions;

Learning and development plans must reflect the individual learning style, interests and needs of the employee.

Where approval of financial assistance for tuition fees and release time are required, decisions must be made in accordance with the process set out within section 4 of this procedure.

4. PROCESS/ROLES AND RESPONSIBILITIES

Identification

Learning and development needs can be identified through:

- the performance management process involving both the manager and employee;
- the succession planning process;
- assessment of gaps in business critical skills

Implementation and Approval

Individual learning and development plans should be created in conjunction with the performance management process that occurs in the spring of each year between the manager and the employee, they should support the achievement of performance commitments, succession planning goals and career development; the attached *Career Development Worksheet* can be used to assist with this process.

Human Resources will assist managers and employees in determining and sourcing out appropriate learning and development resources and opportunities as required.

Individual Business Units are responsible for the funding of any training and development related to regular business unit fundamentals and functions.

Corporately Sponsored Training

Where the learning and development plan is identified as contributing to a corporate succession planning initiative, plans are submitted by the manager to Human Resources by June 30th of each year for funding consideration from the corporate training and development fund. The attached *Request/Authorization for Staff Development* form is required. Human Resources in conjunction with the CEO will undertake a review and approval process for requests up to the allotted funding for the year based on the following criteria:

- Linkage to one of the three established criteria outlined in Section 3;
- Time allocation;
- Cost;
- Priority for succession planning requirements

Managers will be notified of the outcome of the requests and will then discuss next steps with the employee.

Reimbursement of tuition fees and expenses

Employees will be reimbursed as follows:

- Where the learning opportunity is considered of value to the employee and SLPC and is an OPS delivered training program an amount equal to the tuition fees and all or part of any expenses in connection with the employee attending the program will be reimbursed. Where possible, OPS delivered training will be utilized.
- External learning opportunities will be utilized when it is deemed essential to the performance of the employee's duties and the opportunity is not available through OPS delivered training

programs. In such cases, an amount equal to the tuition fees and all or part of any expenses in connection with the employee attending the program will be reimbursed.

- In cases where there is no requirement for time off to attend external training and it is deemed of value to the employee and SLPC, an amount equal to all or part of tuition fees and all or part of the expenses in connection with the employee attending the program will be reimbursed.
- Employees may request an advance of one third of the tuition costs and expenses up front; the remaining two thirds of the cost will be reimbursed upon production of receipts and proof of successful completion.
- Under circumstances where management has directed staff to attend a learning activity or program, the full cost of the tuition will be paid up front by SLPC.

REQUEST/AUTHORIZATION FOR STAFF DEVELOPMENT

1. Employee Data	
Surname & Initials	Position Title
<input type="text"/>	<input type="text"/>
Employee Category	
<input type="checkbox"/> Regular <input type="checkbox"/> Seasonal (Group 3) <input type="checkbox"/> Fixed Term (Group 2) <input type="checkbox"/> Fixed Term (Group 1)	
2. Course Data	
Course Title	
<input type="text"/>	
Course Location	Course Date: From (DD/MM/YYYY) To (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
Course Description & How It Supports the Achievement of Performance Commitments and/or Succession Planning Goals	
<input type="text"/>	
Name and Address of organization delivering course	
<input type="text"/>	
Course must fulfill at least one of the following criteria for staff development (select <u>at least one</u>):	
<input type="checkbox"/> Career development and advancement <input type="checkbox"/> Leadership Development <input type="checkbox"/> Gaps in skills for business critical positions	
3. Type of Assistance	
Tuition \$ <input type="text"/>	<input type="checkbox"/> All <input type="checkbox"/> Part – If part, amount to be paid \$ <input type="text"/>
Related expenses, specify: <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/> All <input type="checkbox"/> Part – If part, amount to be paid \$ <input type="text"/>
Related expenses, specify: <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/> All <input type="checkbox"/> Part – If part, amount to be paid \$ <input type="text"/>
Related expenses, specify: <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/> All <input type="checkbox"/> Part – If part, amount to be paid \$ <input type="text"/>
4. Signatures	
Employee	Date
<input type="text"/>	<input type="text"/>
Recommended by	Date
<input type="text"/>	<input type="text"/>
5. For use by Human Resources/CEO	
<input type="checkbox"/> Request supported <input type="checkbox"/> Request not supported	
Rationale:	
<input type="text"/>	
6. Authorized by	
Human Resources Coordinator	Date
<input type="text"/>	<input type="text"/>
General Manager & CEO	Date
<input type="text"/>	<input type="text"/>

Career Development Worksheet

CAREER DEVELOPMENT WORKSHEET					
Areas of Interest/Career Stream	Where am I now? Current Knowledge, Skills and Abilities	What do I need to do to get there? Skill Development and Action Plan	Identified Gaps	Resources & Supports Required	Target Date