

SKILLS IMPROVEMENT REQUEST

Please refer to the procedure for completion on back of this form

Employee Name: _____ Date Prepared: M ___ D ___ Y ___

Current Position: _____ Department: _____

Course/Seminar Title: _____

Brief Description (i.e. - is this course part of a diploma, certificate of degree?):

Institution/Organization: _____

Start Date: M ___ D ___ Y ___ Finish Date: M ___ D ___ Y ___ Total# Hours: _____

Indicate: Seminar _____ Course _____
Attended during: Normal Work Hours _____ Personal Hours _____

APPROVAL (Supervisor) _____ Date: M ___ D ___ Y ___

APPROVAL (Dept. Head/
Town Manager's Team) _____ Date: M ___ D ___ Y ___

Charge to Account No. _____ .5412

Payment made by Town Visa _____ Cardholder Name _____

Received (Human Resources) _____ Date: M ___ D ___ Y ___

Date Entered on Skills Improvement Log: M ___ D ___ Y ___ By: _____

SUBSIDY PAYMENT

AMOUNT(S): DATE(S): PAYABLE TO:

_____ = _____ % M ___ D ___ Y ___ _____

_____ = _____ % M ___ D ___ Y ___ _____

\$ _____ TOTAL Final Mark Submitted to H.R. M ___ D ___ Y ___

FINANCE USE ONLY: GST CODE _____ GST AMOUNT _____

EDUCATIONAL ASSISTANCE:

All full-time permanent employees will be encouraged to enroll in courses on their own time, which will be job related and intended to improve their knowledge, skills and effectiveness.

FOR NIGHT SCHOOL COURSES:

The Town will, in accordance with its Policy, subsidize an employee up to 100% of the cost of tuition fees subject to:

- Properly approved and processed Skills Improvement Request (S.I.R.)
- Budget allocation and approval of Department Head
- Written proof of successful completion of the course according to the required standards as laid down by the educational establishment

APPLICATIONS FOR ASSISTANCE:

RESPONSIBILITY

Employee ➤ **PRIOR** to registration, submit completed Skills Improvement Request (S.I.R.) form to your Supervisor for approval

- Please indicate on S.I.R. if using TOWN visa to pay tuition expenses. Attach a copy of the receipt/statement from the institution to the back of the S.I.R. and include expense on monthly PCOS edit list. Attach original receipt plus yellow copy of S.I.R. to the edit list. Also, attach personal cheque, if required, to reimburse the TOWN for any fees not covered under the education assistance program

Supervisor ➤ Review application with employee

Department Head/ Town Manager's Team ➤ If approval is recommended for a course/seminar, sign and issue Account Number in space provided on S.I.R. form

- Forward S.I.R. form to Human Resources for further processing, with attached copy of course description and proof of payment

Human Resources ➤ Record details of course on Skills Improvement Log (S.I.L.)

- Ensure Policy is compiled with and process for payment
- Send copy of the authorized Skills Improvement Request form to Accounts Payable Department for payment
- Retain original S.I.R. for follow-up after date of course completion

Accounts Payable ➤ Prepare cheque for amount as specified and submit directly to employee

Employee ➤ Submit to Supervisor, proof of **Successful Completion** from the educational establishment

Supervisor ➤ Advise Human Resources, by copy of above, of **Successful Completion**

NOTE:

- Where an employee is unsuccessful in completing a course, he/she will reimburse the Corporation
- Where an employee leaves the employ of the Corporation, he/she will reimburse the Corporation 100% of the cost

DAY SEMINAR(S)

The Town will pay 100% of the fees for permanent full-time staff to attend "Approved Seminars".

An "Approved Seminar" should relate to the employee's present occupation as to a position that he/she may likely be assigned. The individual's career plan and departmental budget allocation will be of major importance in determining the approval of the seminar.

A "rule of thumb" would be that the Town and the Employee will benefit from the employee's attendance.

Responsibility

Employee

Action PRIOR to registration, submit completed Skills Improvement Request (S.I.R.) form, together with supporting literature to your Supervisor

Supervisor

Review request with employee and Department Head

Department Head/ Town Manager's Team

"Approve" based on above criteria by signing and issuing Account Number in space provided on S.I.R.

Employee

Forward copy of S.I.R. to Accounts Payable Department with memo, requesting cheque

Forward copy of S.I.R. to Human Resources for recording on Skills Improvement Log (S.I.L.)

Accounts Payable Department

Prepare cheque and submit directly to employee

NOTE: All cheques for seminars to be made payable to Company/Organization providing training

Human Resources

On receipt of S.I.R., record seminar details on employee's Skills Improvement Log (S.I.L.)

NOTE:

All employees must obtain approval of Department Head on S.I.R. form **PRIOR TO REGISTRATION**

The S.I.L. (Skills Improvement Log) is essentially a record by employees of courses/seminars attended. The purpose of this log is to:

- Assist in tracking an employee's self development re current job and/or future application for promotion/transfer
- Assist in the budgeting process to more accurately allocate funds annually
- Outline career direction and assist employee in that process

An employee or supervisor can request a copy of the Skills Improvement Log at any time, by contacting Human Resources