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**Procedure Title: Professional Development**  
**Policy: 1300-06**  
**Adopted: September 28, 2010**  
**Amended: October 18, 2016**

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## **POLICY STATEMENT:**

The Village of Mannville supports its staff in their professional development, defined for the purposes of this policy as training, seminars or conferences to which attendance is neither mandatory nor legislated for the individual's current employment position.

## **GUIDELINES AND PROCEDURES:**

1. All registration in seminars/courses/training sessions shall be referred to Department Heads or Chief Administrative Officer for authorization.
2. A maximum of two (2) courses and one (1) seminar; or two (2) seminars is permitted for any one (1) calendar year, as per the Chief Administrative Officer's approval. Therefore, The Village of Mannville pays for employee attendance at approved training seminars and conferences, including travel and subsistence, to a maximum of \$600 per fiscal year.
3. The Village of Mannville pays for an employee in a Supervisory position (ie: CAO, Public Works Foreman, Golf Course Manager) to attend at approved seminars and conferences, including travel and subsistence, to a maximum of \$800 per fiscal year.
4. Requests in excess of the above thresholds must receive approval of Council, prior to attending.
5. The courses and seminars must pertain directly to the Employee's position and be approved by the Department Head and the Chief Administrative Officer.
6. In the event of unsatisfactory performance in a course or seminar, the Employer may require the Employee to reimburse the Village the total cost incurred.