



POLICY

Training and Development	
Policy Number 130-017	Supersedes Policy Number 7-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to promote a climate within the organization, which recognizes the importance of staff training and professional development for employees.

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Training and Development SOP 130-814

4.0 Definitions

- 4.1 **Training and Development** is a function of human resource management concerned with organizational activity aimed at bettering the performance of individuals and groups in organizational settings.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) ensure the continued growth in skills and abilities of Town of Wolfville employees so as to ensure that the employees are capable of initiating and utilizing the most appropriate modern practices and techniques in the conduct of Town of Wolfville business;
- b) provide a consistent and equitable method of meeting the training, development, and professional needs of employees in accordance with Town of Wolfville requirements;



POLICY

- c) provide appropriate cross-training of staff to ensure business continuity; and
- d) to budget an amount of 3.5% of the total payroll annually toward the training of staff and elected officials, which will be included in the annual budget process.

A handwritten signature in blue ink, appearing to read 'M. B. Audin', written over a horizontal line.

CAO

2015-12-15

Date