

## Human Resources Policy 02 – Learning and Development

Last updated: April 12, 2016

This policy statement covers funding for learning and development activities for all employees appointed under the [Public Service Act](#) within the BC Public Service. The policy statement supports the core policy objective that the “public service is a versatile workforce that can adapt to meet changing needs.”

The BC Public Service Agency is responsible for developing and maintaining a government-wide strategy for learning and development that ensures available funding is strategically invested in the areas of greatest need.

Organizations within the BC Public Service are responsible for:

- Developing organization-specific training programs;
- Ensuring that organization-specific training programs do not duplicate training programs available through the BC Public Service Agency; and
- Ensuring that workforce plans identify key training needs.

### Job-Related Training

All training that is required for employees to be able to undertake their current job assignments or to enhance their job performance is considered to be job-related training. Auxiliary employees, co-op students, and other employees who do not have regular status are also eligible for job-related training. Job-related training is at the request of the employer.

Job-related training is normally conducted during regular working hours and is treated as regularly worked hours. If training needs to take place outside of normal working hours or overtime is required, employees are compensated based on the terms and conditions of their contract of employment. All training costs and expenses are either paid by the organization or reimbursed to employees.

Employees need to be given time off to attend job-related training; however, organizations may delay the training for a reasonable period of time to meet operational requirements.

## **Mandatory Training**

All training that is required by legislation, policy, or collective agreements is considered to be mandatory training. An example of mandatory training is Joint Occupational Health and Safety Committee training. The same provisions for compensating employees for job-related training are applied to mandatory training.

## **Developmental Training**

Supervisors will ensure that employees are provided with learning and development opportunities based on an assessment of their performance, potential, and role in the BC Public Service. This assessment is undertaken as part of the performance management process (see the [Accountability Framework for Human Resource Management](#)). Learning and development assessments are conducted with the active participation of the employee.

If an employee's job performance is not satisfactory, the supervisor and employee will determine the best way for the employee to gain the required competencies, knowledge, skills, or abilities.

If an employee's performance in the current job is satisfactory or better, the supervisor needs to assess the employee's potential for both career growth within the BC Public Service and related training needs. This training is voluntary and is intended to prepare the employee for more highly skilled positions, promotion opportunities, lateral positions, or staying in their current role. This training must be aligned with the program objectives of the organization or the BC Public Service.

For learning or development opportunities leading to a certificate, diploma, or degree, employees apply to the Pacific Leaders Scholarships for Public Servants Program for funding assistance.

Probationary and auxiliary employees, co-op students, and other employees who do not have regular status are not eligible for developmental training funds.

## **Employee and Supervisor Obligations**

When learning and development activities have been identified as part of the performance management process to enhance employees' skills and abilities in their current job or to prepare them for future career opportunities, employees are expected to fully engage in the learning activity.

When employees register for courses or workshops, they must:

- Attend the course or workshop, or if unable to attend, they must inform their supervisor and make alternate arrangements, such as cancel the registration within the cancellation period or find a substitute to attend;
- Participate actively to maximize benefits of the learning opportunity;
- Satisfactorily complete all requirements to successfully complete the learning event;
- Apply the new skills and abilities to improve performance on the job; and
- Share the skills and abilities with others within the organization to enhance the performance of the organization as a whole.

Supervisors will ensure that employees who have successfully completed training or development activities will have an opportunity to use those skills and abilities in their current job by assigning relevant opportunities so they can practice what they have learned.

### **Pacific Leaders Scholarships for Public Servants Program**

The Pacific Leaders Scholarships for Public Servants program provides funding for learning or development opportunities offered by a post-secondary educational institution that leads to a certificate, diploma or degree.

Applications are approved and criteria for exemption is decided upon by the Pacific Leaders Adjudication Panel. Upon receipt of scholarship employees must fulfill a return of service expectation.

The scholarship covers 100% of tuition and books to regular full-time or part-time employees up to a maximum of \$5,000 for undergraduate and \$7,500 for graduate or PhD programs per 12-month period. Please visit [Pacific Leaders](#) for complete program details.