



Training & Development Policy

Purpose:

The purpose of this policy is to outline the various types of training and development available to employees to advance their career with Acres and to ensure that training and development is an important part of Acres performance review process.

Acres is committed to the training and development of all their employees. It is believed that through personal development, employees will enjoy greater job satisfaction and improved career growth opportunities within the company.

Scope:

This policy applies to all employees of Acres Enterprises Ltd.

Policy:

Acres values the continued growth and development of its employees and recognizes the intrinsic value for improving performance as well as enhancing the services that Acres provides.

Acres encourages and supports employees in work related growth and development activities that are:

- construction industry specific
- related to their current employment with Acres
- contribute directly to the employee's career growth and development while employed at Acres
- aligns with Acres departmental and company goals

Acres is prepared to cover or reimburse employees for successfully completing pre-approved training that helps them achieve their career goals at Acres.

Definitions:

Training and Development: includes courses and learning opportunities available to employees to improve their technical/professional skills and knowledge or to enhance their personal development. This may include: online classes, tuition by correspondence, off-site classroom courses, in-house courses, on-the job learning, job-shadowing or mentoring relationships.

Technical: refers to training that will improve industrial skills and knowledge that are specific to the employee's job description. *Personal Development:* refers to training that may enhance the employee's soft skills or interpersonal skills, such as: conflict resolution, leadership, ethics, performance management, supervision/management, etc.

Job Required Training: includes technical training or task specific training that the employee must have in order to fulfill their job duties at Acres.

Costs & Commitment:

- In the event the employee does not successfully pass the course, the employee must repay the full amount of the course to Acres. At this time, a payment plan will be discussed and agreed upon between the employee, Director and Human Resources (HR).
- Depending on the cost of the training, employees attending pre-approved training or development program, must commit to work for Acres as outlined in the schedule below with the term commencing the day the loan is given.

1	Under \$500.00	1 year
2	\$500.00 -\$ 2000.00	2 years
3	\$2000.00- \$5000.00	3 years
4	Over \$5000.00	Determined by Director

- If this commitment is not fulfilled due to resignation or termination for cause, the employee is responsible for all costs relating to the training or development program, excluding wages.
- Training that requires time away from the employee's workplace must be approved by the supervisor.
- Supervisors need to plan for and allow appropriate professional development and training activities that occur as part of work time.
- All training must be endorsed by Human Resources and approved by the appropriate Department Director prior to start date to be considered for reimbursement.

Job Required Training

The cost of mandatory job required training will be paid by Acres. Acres encourages employees to build their careers in skilled trades and if feasible, will support and train employees to do so.

Acres will assist employees to obtain apprenticeships in the following ways:

- Provide the employee with information on any employment grants available

- Train the apprentice in their chosen trade under the supervision of a certified tradesperson
- Register the apprentice and our organization
- Track and report the apprentice's work-based training hours
- Allow the apprentice time off to attend school
- Evaluate and recommend the apprentice for certification
- Increase wages in accordance with education level

Optional Training

Optional training will be considered by the Department Director on a first come basis against goals of the department and a limited training budget.

Optional training will require the employee to cover the initial costs of the course (unless otherwise discussed and approved) and reimbursed only after successful completion in the form of a forgivable loan.

Employee Pay and Training Days:

With the exception of apprenticeship training and some online courses, employees attending pre-approved training or development programs will be paid their regular rate of pay for the hours spent completing the course (if the course takes place during regular work hours). If the course takes place outside of regular working hours, alternative arrangements will need to be made between the employee and supervisor prior to starting the course.

Employees attending pre-approved training or development programs will not receive overtime, living out allowance, or travel time or travel allowance to attend during the duration of the training/development program.

Procedure:

Employee must submit a completed Training and Development Request Form to their supervisor for consideration at least 2 weeks prior to the start of the course requested and before the employee is registered for the requested course. If approved by the supervisor, the employee must submit a completed Training and Development Commitment Form and BC Employers Training Grant Application form (if applicable) to HR prior to the start of the training.



TRAINING AND DEVELOPMENT REQUEST FORM

Training and Development Request Forms must be submitted to their supervisor for consideration at least 2 weeks prior to the start of the training requested and before the employee is registered for the requested course.

Employees will be notified once processed and if approved, a Training and Development Commitment Form and BC Employers Training Grant Applications must be submitted to HR prior to the start of the training.

The following information must be completed in full. Any supporting documentation must be attached. (i.e. overview of course content, cost, location, etc)

Employee Name:

Training Requested:

Location of Training:

Training Provider:

Date(s) of Training:

Length of Training (Days / Hours):

Cost of Training:

Purpose of Training:

☐ HR
Endorsed

☐ HR not
Endorsed

Employee Signature

Date

☐ Dept
Approved

☐ Dept not
Approved

HR Manager Signature

Date

Department Director Signature

Date



TRAINING AND DEVELOPMENT COMMITMENT FORM

Employee Name: _____

Training Requested: _____

As an Acres employee who will be attending an approved training and development program, it is understood that:

1. Unless otherwise agreed upon, the employee will pay for the approved course/training program up front and submit the expense for reimbursement upon successful completion.
2. The employee will be paid their regular rate of pay for the hours attending the training and development if the course takes place during regular work hours.
3. The employee will not receive any overtime pay, travel allowance or leave of absence pay during the duration of the training and development program unless otherwise agreed upon.
4. Upon proof of successful completion, the company will provide the employee a one-time forgivable loan in an amount equal to:

all expenses incurred by the employee in attending the above detailed training and development to a maximum of \$___ by submission of original receipt.

The loan will be forgiven in equal installment, based on the following schedule:

1	Under \$500.00	1 year
2	\$500.00 -\$ 2000.00	2 years
3	\$2000.00- \$5000.00	3 years
4	Over \$5000.00	Determined by Director



The amount of the loan will be forgiven in equal installments on an annual basis subject to the employee's continued employment. Should the employee leave his position at the Company due to resignation or termination for cause before the loan is forgiven, the employee will be required to immediately repay the loan balance outstanding as of their last day worked, and the employee authorizes the Company to deduct any outstanding loan balance from his final pay cheque.

I have read the Training and Development Policy. I understand my obligations to Acres and agree to the terms and conditions set out above.

Employee Signature

Date