

	Policy No. and Title:	1002-01 – Business and Training Approval Policy		
	Department:	Corporate Services	Approved By:	Council
	Approval Date:	June 28, 2022	Resolution No:	2022-307
	Revision Date:	N/A	Resolution No:	N/A

**POLICY STATEMENT / PURPOSE**

The Town recognizes the benefits of Council, Employees, and Volunteers attending Business and Training with the goal of increased organizational effectiveness and efficiency.

This policy describes the Town’s process for supporting individual and organizational performance and development, including the identification and allocation of training opportunities, the approval and authorization process for Business and Training travel, and those circumstances where repayment of training costs may apply.

**DEFINITIONS**

“**Business and/or Training**” means those courses, meetings, negotiations, hearings, workshops, seminars, training programs, exercises, conferences, conventions, retreats, or other designated functions where attendance shall require approval of a Supervisor or Council.

“**CAO**” means the Chief Administrative Officer for the Town of La Ronge, or their duly appointed designate.

“**Council**” means the duly elected officers of the Town of La Ronge and the Chief Elected Officer or Mayor.

“**Eligible Expenses**” means those expenses, in accordance with the provisions of this policy, that are eligible for reimbursement, including tuition fees, registration fees, required educational resource purchases (e.g. books and materials), accommodations, parking, long-distance phone calls, meals (per diems), and transportation associated with training or Business.

“**Employees**” means all staff, contract employees, and all volunteer firefighters.

“**Mandatory Training**” means training that an Employee must undertake to maintain the requirements of their position with the Municipality as identified in their job description and by their Supervisor. This shall include, but not be limited to, the maintenance of a professional designation required in the job description, certification or training to ensure compliance with a provincial or national regulation, and any training deemed compulsory for all, or a group of, Employees (e.g. for occupational health and safety reasons).

“**Municipality**” or “**Municipal**” or “**Employer**” means the Town of La Ronge located in the Province of Saskatchewan.

“**Performance Review**” is a formal review used by the Municipality to evaluate and develop its Employee’s skills, behaviors, and key performance indicators to improve Employee and organizational performance (see Schedule “A” for Performance Review templates).

**“Personal Accommodations”** means those alternative places for traveller overnight stays that are not hotels, motels, or similar businesses.

**“Personal Development or Optional Training”** means training that is in support of the Employee’s personal growth or desire to pursue another position within or external to the Municipality.

**“Professional Development Training”** means training that has been identified by the Employee and/or the Employer as desirable and beneficial to the Employee in the performance of their current position with the Municipality.

**“Successful Completion”** for training shall refer to receipt of a passing grade for the training, or written confirmation from the instructor that the Employee has completed the training satisfactorily.

**“Supervisor”** means the CAO, applicable department head, or a designate for a given Employee.

**“Training into a Position”** means training that is entered into and must be completed as a condition for promotion into a new position, and where the terms and conditions of such an arrangement are detailed in a formal agreement with the Employee and Municipality.

**“Volunteers”** means Municipal Committee board members, and any other individual designated by the CAO or Council.

## **POLICY STATEMENTS**

### **1.0 PERFORMANCE REVIEWS**

- 1.1 The Municipality requires all Employees to take part and actively participate in Performance Reviews, including the development and implementation of their development and training plan.
- 1.2 The Performance Review process begins during orientation, where the Employer communicates performance expectations to the Employee.
- 1.3 Prior to the end of the Employee’s probationary period, a Performance Review will be completed.
- 1.4 Annually, prior to the end of the calendar year, a Performance Review will be completed.
- 1.5 Between Performance Reviews, ongoing feedback and coaching (formal and informal) shall be provided by the Supervisor of the Employee.
- 1.6 All Performance Review records shall be kept in personnel files.
- 1.7 Training needs and wants may be identified and reviewed at any time.

### **2.0 TRAINING AND TRAVEL BUDGET ALLOCATION**

- 2.1 The costs associated with training travel must be budgeted by each department and contained in the current approved Municipal Budget.

- 2.2 Where there are budgetary constraints, the training budget allocation priority will be to fund:
- Priority 1 – Mandatory Training and Business / Training into a Position agreements
  - Priority 2 – Professional Development Training
  - Priority 3 – Personal Development Training
- 2.3 Within the category of Professional Development Training, the preference will be to fund those training opportunities that attempt to address Employee performance that is not yet meeting expectations.

### **3.0 TRAVEL AUTHORIZATION**

#### **Employees and Volunteers**

- 3.1 All travel costs associated with Employee and Volunteer Business and/or Training attendance must be approved in advance by the applicable Supervisor prior to enrollment or commitment of any expense. Any such approval will be associated with an Application for Travel and Training Authorization”.

#### **Council**

- 3.2 Council member expense reimbursement is subject to the specific Business and/or Training attendance being approved by Council resolution, unless otherwise permitted in Section 3.3 of this policy, or as part of the Municipal Compensation Policy.
- 3.3 Council hereby approves the attendance of all Council members at the following events:
- a) The annual Saskatchewan Urban Municipalities Convention.
  - b) Functions sponsored by the Municipality where Council is receiving and entertaining distinguished guests or honoring those who have served, or brought honor, to the Municipality.
- 3.4 Council hereby approves the attendance of the Mayor at the following events:
- a) Cabinet minister or ministry staff meetings.
  - b) Meetings and functions in the performance of duties of the office of Mayor.

### **4.0 REPAYMENT OF TRAINING COSTS**

#### **Employees**

- 4.1 A training agreement, and the need for any reimbursements, will not be required for Mandatory Training where the Employee achieves Successful Completion.
- 4.2 Employee training authorization is subject to the Employee entering into an agreement with the Employer for repayment of training costs under the following circumstances.
- a) **Training into a Position** - Where there is a lack of suitable applicants for a vacancy, the Municipality may consider an applicant for Training into a Position. In such circumstances, the trainee and Municipality shall enter into a detailed agreement, as

part of the offer of employment, that specifies the unique terms and conditions of the appointment and the need for Successful Completion of the training.

- b) **Professional Development Training** - Where Eligible Expenses for a Professional Development Training opportunity total \$1,500 or more, the Employee shall reimburse the Municipality for these costs should the Employee chose to leave the Municipality's employ within 12 months of the Professional Development Training being completed. Such reimbursement shall be pro-rated and deducted from an Employees final pay cheque, with 1/12 being forgiven by the Municipality for every full month of employment following the applicable Professional Development Training by the Employee.
- c) **Personal Development Training** - Where Eligible Expenses for a Personal Development Training opportunity total \$250 or more, the Employee shall reimburse the Municipality for these costs should the Employee chose to leave the Municipality's employ within 36 months of the Personal Development Training being completed. Such reimbursement shall be pro-rated and deducted from an Employees final pay cheque, with 1/36 being forgiven by the Municipality for every full month of employment following the applicable Personal Development Training by the Employee.

4.3 A person who does not achieve Successful Completion of training will either be required to:

- a) Repay the Municipality 100% of Eligible Expenses associated with the attempted training; or
- b) On the Employee's own time, Successfully Complete the same training at their expense. Such completion must occur within 180 days following the unsuccessful training attempt, or prior to when such training is required for compliance with applicable regulations, whichever comes first.

## TOWN OF LA RONGE



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Lyle Hannan, CAO

# Performance Review - Management

Employee Name:	Supervisor's Name:		
Job/Position:	Supervisor's Position:		
Date of Hire:	Appraisal Type:	Annual	
Time in current position:		Probationary	

## GUIDELINES

1. Review the evaluation form and instructions in their entirety prior to beginning the written appraisal.
2. Evaluation should encompass the entire period under review. Try to minimize recency bias.
3. Comments are essential to a performance evaluation. Comments should be used to explain ratings, provide examples, and to identify areas of strength and areas for improvement and/or development.
4. This form is to be used as a platform for training and development plans and motivation, and any formal discipline or admonishment should be handled at a different time.
5. Performance Reviews will be completed prior to the end of an individual's probationary period to determine the suitability and fit for the position.

## INSTRUCTIONS

The Performance Review is broken down into a few key behavioural "Competencies" (highlighted in blue – e.g. "Customer Service") that are key to the success of the employee, department, and organization. Each competency is comprised of several key observable "Star Behaviors" that will be rated.

RATING	INTERPRETATION
1	<b>Needs immediate improvement:</b> Consistently fails to meet job duties and expectations; immediate and extensive improvement needed to meet job requirements.
2	<b>Needs development:</b> Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
3	<b>Meets expectations:</b> Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
4	<b>Exceeds expectations:</b> Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
5	<b>Superior performance:</b> Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

- Part 1: Goal setting, update progress on previous goals agreed to, and determine goals to be accomplished in the next year.
- Part 2: Employee rates themselves by selecting a number and placing it in the "Rating" column. The chart above will help you identify the most appropriate number for rating each behavior. Once you have rated the behavior, add any comments, thoughts, and examples supporting your chosen rating into the "Comments" column.
- Part 3: Employee completes this section by identifying accomplishments, strengths, and areas you believe require improvement. Identify training opportunities and short/medium/long-term interests.
- Part 4: The signoff and final comments by the employee will be completed after discussion with the supervisor.

Once you have completed your self-evaluation and personal development goals, please submit your Performance Review to your immediate supervisor for review and for their evaluation. Once your department head completes their ratings, they will schedule a meeting to review the evaluation and discuss objectives and goals for the employee during the next evaluation period. Any progress toward previously identified objectives and goals will also be assessed at this time and factored into consideration where appropriate. After the performance review meeting, both supervisor and employee must sign and date the Performance Review with a copy to be given to the employee and one to be kept on the employee's personnel file.

# Part 1: Goal and Priority Setting

GOALS: UPDATE ON PROGRESS FROM PREVIOUS PERFORMANCE REVIEW		
Progress on goals/priorities set during previous review. Evaluate progress made by the employee on predetermined goals, projects, job duties, and special assignments. Identify where performance goals or project milestones were met or not.		
Strategic/Departmental Priorities	Success Measures	Update on progress to achieve goals
1.		
2.		
3.		
4.		
5.		
Supervisor's comments:		

OTHER ACHIEVEMENTS		
List other strategic priorities, projects, and special assignments that were completed during the review period, but not identified as a goal during the previous Performance Review.		
Strategic/Departmental Priorities	Success Measures	Update on progress to achieve goals
1.		
2.		
3.		
4.		
5.		
Supervisor's comments:		

GOALS: FOR NEXT REVIEW PERIOD	
List goals, strategic priorities, projects, and special assignments to be continued or completed in the coming year. Set these goals in line with the corporate strategic plan, with the understanding that corporate strategic priorities are subject to change as business situations change.	
Strategic/Departmental Priorities	Success Measures
1.	
2.	
3.	
4.	
5.	
Supervisor's comments:	

## Part 2: Assessment of Competencies and Star Behaviours

KNOWLEDGE & TECHNICAL SKILLS		
Technical knowledge, practical experience, corporate knowledge (e.g. policies)		
Behaviours	Rating	Comment
Corporate knowledge: understanding of policies, procedures, regulations, legislation		
Employee		
Supervisor		
Technical skills: knowledge, best practices, industry standards, etc.		
Employee		
Supervisor		
Project planning: demonstrates/applies strong project planning, reporting and evaluation skills		
Employee		
Supervisor		
COLLABORATION		
A demonstrated ability to work well with others. Displays teamwork and a desire to assist others to achieve mutual goals, shares information, respect of different backgrounds and can independently handle interpersonal problems.		
Behaviours	Rating	Comment
Knowledge sharing: shares information and expertise with others		
Employee		
Supervisor		
Works cooperatively: open to suggestions and cooperation in a positive manner		
Employee		
Supervisor		
Organization goals: contributes to development and achievement of organizational goals		
Employee		
Supervisor		
Communication: communicates clearly and in a timely manner		
Employee		
Supervisor		
Relationships: treats others in the work unit and the community with dignity, fairness, and respect		
Employee		
Supervisor		
INNOVATION & DECISION MAKING		
The ability to make decisions, solve problems and implement ideas. Includes: The knowledge on when to make decisions or refer to a supervisor, the ability to actively look for ways to improve processes.		
Behaviours	Rating	Comment
Strategic thinking: takes a broad view; makes decisions based on data, judgement, and experience		
Employee		
Supervisor		
Collaboration: involves others in deciding appropriate action; encourages other ideas; recognizes when to defer to the next level of expertise		
Employee		
Supervisor		
Process Improvement: willing to try new ideas; searches out opportunities to improve work processes		
Employee		
Supervisor		

Resources: considers costs and benefits of making or delaying decision, makes informed decisions in a timely manner		
Employee		
Supervisor		
<b>ATTENTION TO DETAIL</b>		
Thorough and accurate. Focused and observant. Ability to follow processes and procedures while considering ways for improvement. Ensuring assigned work is prioritized and completed. Undertakes pre-planning and consideration of a job before beginning.		
Behaviours	Rating	Comment
Prioritization: able to manage multiple priorities; prioritizes work tasks based on deadlines; meets deadlines even when faced with obstacles		
Employee		
Supervisor		
Deliverables: match expectations; meets deadlines		
Employee		
Supervisor		
Accuracy: avoidance of errors; checks work; focus on thoroughness, neatness, and completeness		
Employee		
Supervisor		
<b>CUSTOMER SERVICE</b>		
Professional attire and behaviour, listens respectfully to customer complaints and requests, gets back to clients promptly, creates positive customer relationships, knowledgeable about their department and is confident and calm.		
Behaviours	Rating	Comment
Attitude: establishes and maintains a professional, positive attitude, even under stress; is reliable and diligent		
Employee		
Supervisor		
Responsiveness: promptly responds to inquiries and requests		
Employee		
Supervisor		
Approachable: builds trust with the public through an honest and friendly outlook		
Employee		
Supervisor		
Agility: Displays a willingness to quickly develop solutions to customer needs and concerns		
Employee		
Supervisor		
<b>DEVELOPS SELF &amp; OTHERS</b>		
A willingness to learn, improve and help others. Includes: Personal growth and taking initiative for learning and actions on feedback, ownership for increasing skills and willing to mentor newer employees.		
Behaviours	Rating	Comment
Team building: takes personal responsibility to build an inclusive and diverse team		
Employee		
Supervisor		
Adaptability: actively listens to understand and respond to employee and community needs		
Employee		
Supervisor		
Coach and mentor: develop knowledge and capacity in others; shares knowledge, skills, and experiences		
Employee		
Supervisor		
Personal growth: takes responsibility for personal growth and development; knows own strengths and limitations		
Employee		



Supervisor		
<b>PERSONAL LEADERSHIP AND LEADING OTHERS</b>		
Can effectively communicate with others and modify dependent on the situation, has a 'can-do' attitude, sets clear goals and is accountable for goal achievement.		
Behaviours	Rating	Comment
Vision: recognizes opportunities; aligned with corporate strategic priorities		
Employee		
Supervisor		
Goal setting: sets clear expectations; develops a clear idea of what can be achieved; communicates goals and targets clearly		
Employee		
Supervisor		
Leads by example: models desirable employee attributes, positively influences others to achieve results in the best interest of the District		
Employee		
Supervisor		
Accountability: accepts accountability for personal and team performance		
Employee		
Supervisor		
<b>SPECIFIC JOB CRITERIA</b>		
Ability to perform duties in a safe and effective manner.		
Behaviours	Rating	Comment
Use of resources: cost conscious; mindful of waste; seek out cost effective purchases; efficient use of staff time; responsible allocation of resources (i.e. financial, staff time, etc.)		
Employee		
Supervisor		
Quality of work: maintains quality of work in both slow and peak times		
Employee		
Supervisor		
Attendance: manages leave time effectively to minimize impact on department; punctuality; timely notification of absences		
Employee		
Supervisor		
Safety: performs duties in a safe manner ensuring safety of self, co-workers, and the public		
Employee		
Supervisor		
<b>OVERALL APPRAISAL OF STAR BEHAVIOURS</b>		
	Rating	Comment
Supervisor		

### Part 3: Personal Development

STRENGTHS & DEVELOPMENT OPPORTUNITIES	
Employee comments	Supervisor comments
What are your key accomplishments during this evaluation period?	
What are the greatest strengths that you bring to your position?	
In what areas could you improve in your performance?	
What tools, resources or training do you feel would help you in your job?	
Do you have any short/medium/long term interests for succession planning and training that your employer may be able to support you in?	

### Part 4: Signoff (to be completed after discussion with supervisor)

The rankings and comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:	
Employee comments	
Employee signature:	
Date:	
Supervisor comments	
Supervisor signature:	
Date:	

## Performance Review – Non-Management

Employee Name:	Supervisor's Name:		
Job/Position:	Supervisor's Position:		
Date of Hire:	Appraisal Type:	Annual	
Time in current position:		Probationary	

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3. Comments are essential to a performance evaluation. Comments should be used to explain ratings, provide examples, and to identify areas of strength and areas for improvement and/or development.
4. This Performance Review is to be used as a platform for training and development plans and motivation, and any formal discipline or admonishment should be handled at a different time.
5. Performance Reviews will be completed prior to the end of an individual's probationary period to determine the suitability and fit for the position.

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3	<b>Meets expectations:</b> Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
4	<b>Exceeds expectations:</b> Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
5	<b>Superior performance:</b> Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

Part 1: Employee rates themselves by selecting a number and placing it in the "Rating" column. The chart above will help you identify the most appropriate number for rating each behavior. Once you have rated the behavior, add any comments, thoughts, and examples supporting your chosen rating into the "Comments" column.

Part 2: Employee complete this section by identifying accomplishments, strengths, and areas you believe require improvement. Identify training opportunities and short/medium/long-term interests.

Part 3: Goal setting, update progress on previous goals agreed to, and determine goals to be accomplished in the next year.

Part 4: The signoff and final comments by the employee will be completed after discussion with the supervisor.

Once you have completed your self-evaluation and personal development goals, please submit your Performance Review to your immediate supervisor for review and for their evaluation. Once your supervisor completes their ratings, they will schedule a meeting to review the evaluation and discuss objectives and goals for the employee during the next evaluation period. Any progress toward previously identified objectives and goals will also be assessed at this time and factored into consideration where appropriate. After the performance review meeting, both supervisor and employee must sign and date the Performance Review with a copy to be given to the employee and one to be kept on the employee's personnel file.

# Part 1: Assessment of Competencies and Star Behaviours

CUSTOMER SERVICE		
Professional attire and behaviour, listens respectfully to customer complaints and requests, gets back to clients promptly, creates positive customer relationships, knowledgeable about their department and is confident and calm.		
Behaviours	Rating	Comment
Consistently provides informed and accurate information		
Employee		
Supervisor		
Promptly responds to inquiries and requests		
Employee		
Supervisor		
Approachable and demonstrates courtesy and respect		
Employee		
Supervisor		
Displays a willingness to seek solutions to customer needs		
Employee		
Supervisor		
COLLABORATION		
A demonstrated ability to work well with others. Displays teamwork and a desire to assist others to achieve mutual goals, shares information, respect of different backgrounds and can independently handle interpersonal problems.		
Behaviours	Rating	Comment
Shares information and expertise with others		
Employee		
Supervisor		
Open to suggestions and cooperation and positive manner		
Employee		
Supervisor		
Contributes to development and achievement of department goals		
Employee		
Supervisor		
Treats others in the work unit and the community with dignity, fairness, and respect		
Employee		
Supervisor		
ATTENTION TO DETAIL		
Thorough and accurate. Focused and observant. Ability to follow processes and procedures while considering ways for improvement. Ensuring assigned work is prioritized and completed. Undertakes pre-planning and consideration of a job before beginning.		
Behaviours	Rating	Comment
Thoroughness, neatness, completeness		
Employee		
Supervisor		
Deliverables match expectations, meets deadlines, prioritizes work		
Employee		
Supervisor		
Accuracy, avoidance of errors, checks work		
Employee		
Supervisor		

### KNOWLEDGE & TECHNICAL SKILLS

Technical knowledge, practical experience, corporate knowledge (e.g. policies); Ability to work without supervision; Role model for OH&S and ethical behavior.

Behaviours	Rating	Comment
Policies, procedures, regulations, legislation		
Employee		
Supervisor		
Technical skills, knowledge, best practices, industry standards, etc.		
Employee		
Supervisor		
Demonstrates/applies practical experience		
Employee		
Supervisor		

### DEVELOPS SELF & OTHERS

A willingness to learn, improve and help others. Includes: Personal growth and taking initiative for learning and actions on feedback, ownership for increasing skills and willing to mentor newer employees.

Behaviours	Rating	Comment
Continues to learn and develop skills and expertise		
Employee		
Supervisor		
Keeps abreast of relevant developments in field of work		
Employee		
Supervisor		
Shares knowledge and skills with co-workers		
Employee		
Supervisor		

### PERSONAL LEADERSHIP AND LEADING OTHERS

Can effectively communicate with others and modify dependent on the situation, has a 'can-do' attitude, sets clear goals and is accountable for goal achievement.

Behaviours	Rating	Comment
Participates in setting and achieving team goals and objectives		
Employee		
Supervisor		
Leads by example; models desirable employee attributes		
Employee		
Supervisor		
Accepts accountability for personal and team performance		
Employee		
Supervisor		

### INNOVATION & DECISION MAKING

The ability to make decisions, solve problems and implement ideas. Includes: The knowledge on when to make decisions or refer to a supervisor, the ability to actively look for ways to improve processes.

Behaviours	Rating	Comment
Problem solving skills		
Employee		
Supervisor		
Displays good judgement		
Employee		

Supervisor		
Process Improvement		
Employee		
Supervisor		
<b>SPECIFIC JOB CRITERIA</b>		
Ability to perform duties in a safe and effective manner.		
Behaviours	Rating	Comment
Cost conscious, mindful of waste, seek out cost effective purchases, efficient use of staff time		
Employee		
Supervisor		
Maintains quality of work in both slow and peak times		
Employee		
Supervisor		
Attendance: manages leave time effectively to minimize impact on department; punctuality		
Employee		
Supervisor		
Safety: performs duties in a safe manner ensuring safety of self, co-workers, and the public		
Employee		
Supervisor		
<b>OVERALL APPRAISAL OF STAR BEHAVIOURS</b>		
	Rating	Comment
Supervisor		

## Part 2: Personal Development

<b>STRENGTHS &amp; DEVELOPMENT OPPORTUNITIES</b>	
Employee comments	Supervisor comments
What are your key accomplishments during this evaluation period?	
What are the greatest strengths that you bring to your position?	
In what areas could you improve in your performance?	
What tools, resources or training do you feel would help you in your job?	
Do you have any short/medium/long term interests for succession planning and training that your employer may be able to support you in?	

### Part 3: Goal Setting

GOALS: UPDATE ON PROGRESS FROM PREVIOUS PDP	
Discuss progress on goals set during previous review. Identify areas of responsibility where the employee did or did not meet performance goals or project milestones. Evaluate progress made by the employee on predetermined goals, projects, job duties, and special assignments.	
Employee comments on progress	Supervisor comments on progress
<b>Goal 1</b> (details)	
<b>Goal 2</b> (details)	
<b>Goal 3</b> (details)	
GOALS: FOR NEXT REVIEW PERIOD	
List any goals, projects, job duties, and special assignments to be continued or completed in the coming year. Set these goals with the understanding that corporate priorities are subject to change as business situations change. Update this section as necessary during the next review period.	
Supervisor expectation	
<b>Goal 1</b> (details)	
<b>Goal 2</b> (details)	
<b>Goal 3</b> (details)	

### Part 4: Signoff (to be completed after discussion with supervisor)

<b>The rankings and comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:</b>	
Employee comments	
Employee signature:	
Date:	
Supervisor comments	
Supervisor signature:	
Date:	



## SCHEDULE B - APPLICATION FOR TRAVEL AND TRAINING AUTHORIZATION

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

### PROPOSED TRAINING / BUSINESS INFORMATION

Type of Training / Business:  Conference  Course  E-learning/Seminar/Webinar  Workshop  Other

Name of Training/Business: \_\_\_\_\_

Location/Institution: \_\_\_\_\_

Description of Training/Business: (I have attached supporting documents if applicable)  Yes  N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Training/Business Start Date (YYYY/MM/DD): \_\_\_\_\_ Training/Business End Date (YYYY/MM/DD): \_\_\_\_\_

### BUDGET

Registration Fee: \$ \_\_\_\_\_ Are the funds required for personal, mandatory, or professional development?  Mandatory  Personal  Professional

Course Materials: \$ \_\_\_\_\_ Was this training/business included in the Budget?  Yes  No

Accommodations: \$ \_\_\_\_\_ Was this training/business identified in your Individual Development Plan?  Yes  No

Meals / Per Diem: \$ \_\_\_\_\_ If personal development, have you submitted the required leave request?  Yes  N/A

Mileage or Airfare: \$ \_\_\_\_\_

TOTAL Cost: \$ \_\_\_\_\_

### COMMENTS (Please state why you believe that this particular program will prove beneficial to you and/or the Town of La Ronge)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### TRAINING ACKNOWLEDGEMENT

I am aware and agree that this training is subject to section 4.0 (standard training agreement and successful completion) of the Business and Training Approval Policy for reimbursement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

### SUPERVISOR APPROVAL

I have reviewed and approve the above training / business request.

Department Head Signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

CAO Signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_