
EMPLOYEE TRAINING

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: July

Related Bylaw: N/A

Amendments: 2019-02-14-022

Purpose

The purpose of this policy is to encourage employees to maintain and update their qualifications.

Guidelines

Village Council will encourage employees to attend conferences and training courses to continue to increase their knowledge with respect to their employment with the Village.

All attendance at conference and training courses must be approved by the CAO, or in the case of the CAO, by Council, if not specifically provided for in the annual budget.

All attendance at conferences or training courses require approval by resolution of Council if not approved in the annual budget.

When the Village requests or recommends that an employee take a course, training or attend a conference, the Village will pay expenses as follows

1. Registration, tuition and textbooks,
2. Hotels, mileage and meals (unless provided by the session organizer),
3. Wages/salary will be paid at the employee's regular rate and will include travel time to and from the training location.

When an employee requests permission to complete a course for the benefit of the Village, the Village will require that the employee successfully complete the course prior to reimbursement for the costs of the course to the employee. Actual reimbursement amounts will be at the discretion of Council.

Council may approve by resolution that an employee receive time off work with pay to complete courses.