



POLICY REGARDING EMPLOYEE TRAINING

1. PURPOSE

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

2. GENERAL GUIDELINES

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

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

- Registration, tuition and textbooks;
- Hotels (if necessary), mileage and meals (unless provided by the organizers);
- Wages, salary will be paid at the employees' 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.

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