



EMPLOYMENT POLICY MANUAL

Subject: Training and Education Assistance	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.27 TRAINING & EDUCATION ASSISTANCE

1. GENERAL

- 1.1 The Municipality promotes the self-development of permanent full-time employees through the following registration/tuition program. Application for course participation, not approved through the budget process, should be made through the Department Head and recommendation of Department Head submitted to the Human Resources Manager for inclusion in the Agenda of the Council.

This policy shall be applied to participation by any employee in relevant self-development educational programs:

1. If the course is mandatory or a condition of employment – 100% of tuition cost will be paid by the Municipality.
 2. If the course is conducted by a Provincial Government Ministry and the employee is delegated to attend by a Resolution of the Council – 100% of all costs incurred which relate to attendance will be paid by the Municipality.
 3. If the course is desirable and attendance or participation approved by Council – 100% of tuition costs will be paid by the Municipality as per conditions noted below.
- 1.2 The Employee shall sign an agreement with the Municipality with the following terms:
- i) To remain in the employ of the Municipality for a minimum of one year for fees up to \$2,000.00 in a calendar year.
 - ii) To remain in the employ of the Municipality for two years for fees over \$2,000.00 in a calendar year.
- 1.3 If the employee resigns or is released for cause within the time limits outlined above – he/she authorizes the Municipality to deduct any and all wages and vacation pay from their final pay as reimbursement to the Municipality. Reimbursement for fees to be pro-rated by the months of service to the Municipality.
- 1.4 Application for course participation, not approved through the budget process, should be made through the Department Head and recommendation of Department Head submitted to the Chief Administrative Officer for inclusion in the Agenda of the Council. The resulting decision will be forwarded to the person applying for participation as well as to the Human Resources Manager.



The Corporation of the Municipality of Red Lake

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- 1.5 The application will include an agreement signed between the Municipality and the employee with the following terms: Once the course of study has been successfully completed and approved fees have been reimbursed to the employee, the employee understands and accepts the condition to remain in the employ of the municipality for a minimum of one year for fees that are reimbursed up to \$2,000.00 in a calendar year; and two years for fees that are reimbursed over \$2,000.00 in a calendar year. If the employee resigns or is released for cause within the time limits outlined above he/she authorizes the Municipality to deduct any and all wages and vacation pay from their final pay as partial reimbursement to the organization.