



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

POLICY ON EMPLOYEE TRAINING AND DEVELOPMENT

PURPOSE

1. To support continuous learning and organizational effectiveness through personal and professional development.
2. To ensure that staff have the opportunity to keep up to date on changing municipal legislation and requirements including best practises and industry advancements.

POLICY

1. You or your manager may identify training or educational programs that will enhance your personal or professional development.
2. We encourage you to take advantage of all learning opportunities and will reimburse the fees for pre-approved programs.
3. To be eligible for reimbursement, the proposed training program must:
 - be related to your position, unless it is a prerequisite for a degree, diploma or certificate for a program of study that is related to your position;
 - help you prepare for new opportunities or increase understanding of your current position within the municipality;
 - although not specifically related to your position, enhance your overall knowledge and skills in a way that will benefit the municipality.
4. You must obtain approval for any training programs you wish to take, at least 15 days in advance of the course.
 - You will be reimbursed for the program after you provide us with receipts and proof that you satisfactorily completed it.
 - If you resign from your employment, you must reimburse us for any amounts we have paid to you for training and development. This does not apply to courses that we instruct you to take.
 - The repayment schedule is as follows:

<i>Period between Date of Course and Resignation</i>	<i>Pro-rated Repayment Obligation</i>
Up to and including 12 months	100%
More than 12 months, up to and including 24 months	66%
More than 24 months, up to and including 36 months	33%
More than 36 months	0%