

Continuing Education & Training Policy		Policy No. 6.4
<u>Date of Policy:</u> September 24, 2012	<u>Revision:</u> March 11, 2019 March 9, 2020	
<u>Motion Number:</u> 2019-148 2020-154		

Purpose:

As a sign of encouragement and support for professional development, the Town of Nipawin will fully pay in advance for courses/training pertaining to employees’ current positions or in anticipation of advancement within the Town of Nipawin.

Scope:

This Policy applies to all permanent full-time employees of the Town of Nipawin and lifeguards.

Lifeguards:

The Town of Nipawin will reimburse pool staff 50% of any lifeguard training course successfully completed and the remaining 50% at the beginning of the second year of employment after the course is completed.

All re-certification fees for current pool staff will be reimbursed 100% upon successful completion of the re-certification.

Permanent Full Time Employees:

Employer Obligations:

1. This Policy shall not apply to mandatory education or certification that are requirements of a position.
2. The Town of Nipawin agrees to pay all costs for employees approved to obtain additional education or certification. For clarity, applicable costs will include only those expenses identified below:
 - Registration, course, tuition and examination fees
 - All necessary travel and accommodation costs required to facilitate the employee’s attendance at the required courses
 - All incidental costs, such as parking and meals, related to the employee’s attendance at the required courses in accordance with established Town of Nipawin policy.
3. The Town shall consider only one such application per education opportunity for any employee. Approval of any application will be made entirely at the discretion of the employer. Applications will be considered in the order in which they are received by the employer and subject to budget availability.

Employee Obligations:

1. The employee who is approved to receive this financial assistance will be required to provide receipts for all applicable costs incurred prior to being reimbursed by the employer. The Town may, upon request, make payment for tuition, registration, books & supplies and or examination fees directly to the institution.
2. The employee must agree in writing to repay the Town for applicable training costs as defined in the sliding scale noted below should the employee's employment with the Town be terminated for any reason by either the employee or the Town:
 - Less than one (1) full year of employment since being advanced applicable funds: the employee will repay 100% of costs
 - Between one (1) and two (2) full years of employment since being advanced applicable funds: the employee will repay 75% of costs
 - Between two (2) and three (3) full years of employment since being advanced applicable funds: the employee will repay 50% of costs
 - Between three (3) and four (4) full years of employment since being advanced applicable funds: the employee will repay 25% of costs
 - After four (4) full years of employment since being advanced applicable funds: the employee will no longer be subject to repay any of the advanced applicable funds

The date(s) of the individual reimbursement cheque(s) provided by the Town or payment by the Town to the education institution will be recognized as being the formal date(s) of funds advancement for the purposes of this Policy.

Both the employee and the employer shall be required to sign an Agreement containing the terms of this policy prior to any funds being released.

APPLICATION FOR EDUCATION AND TRAINING PROGRAM

This application must be completed for ALL education and training requests.

Note: Tuition and book costs are paid only upon Department Director approval and all funding is subject to the successful completion of the course.

Information to be completed by Employee:

Surname: _____ Given Name: _____

Department: _____

Course/Program Title: _____

Name of Institution: _____

Location: _____

Date(s) of Course: _____ to _____

Number of Days away from work: _____

Tuition: _____

Books: _____

Examination Fee: _____

Travel/Accommodation: _____

Other: _____

TOTAL: _____

_____ Upon completion of course, I will forward a copy of Certificate to the Department Director.

I acknowledge that, by signing this application, I have read the Continuing Education & Training Policy and will abide by all conditions of said policy. I understand that if I resign or my employment is terminated then the Town of Nipawin is entitled to recover the costs of this training by way of payroll deductions or any other method.

Employee's Signature: _____ Date: _____

***Forward Completed Application to your Department Director.**

Approval by Department Director:

Recommended: _____

Not Recommended: _____

Department Director Signature

Date