



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:	POLICY NUMBER: PER 0050
Employee Training	DATE APPROVED: February 24, 2010
	DATE REVISED: October 12, 2011

Purpose of Policy: To ensure that Town employees are provided with suitable training to meet the requirements of their work assignment.

1. The Town of Carlyle may provide training to any employee who requests to upgrade his/her qualifications in order to better meet the requirements of their work.
2. In providing such training, the Town of Carlyle will pay for tuition and books, and may reimburse the employee for hotel, meals, and mileage in accordance with Policy TRA 0020.
3. The Town of Carlyle will continue to pay the employee at his/her regular rate during the training.
4. Each request for training must be in writing to the Chief Administrative Officer at least one month prior to the start of the course. The Chief Administrative Officer will then take the request to Council for approval.
5. In exchange for this training, the employee must commit one year of employment to the Town of Carlyle for each level of training obtained. For example, an employee obtaining Level I Waterworks must commit to one year of employment; if that same employee then takes Level II Waterworks, he/she must commit to a second year of employment with the Town.
6. If the employee is not successful in the training taken (i.e. does not pass the exam), he/she will be required to reimburse the Town of Carlyle for the full tuition fee and cost of books. This reimbursement may be as a deduction from salary over a period of two months, if requested by the employee. Otherwise, payment in full to the Town will be expected upon receipt of the failing mark.
7. If the employee leaves his employment with the Town prior to the completion of one year of work after having obtained training, the employee will be required to reimburse the Town of Carlyle for the full tuition fee and cost of books. This reimbursement will be deducted from the employee's final pay cheque.

8. All grades obtained in courses sponsored by the Town of Carlyle must be provided in writing to the Town by the institution.
9. Employees attending courses to maintain certification, or if requested to attend by Council or the Chief Administrative Officer, will be reimbursed for the cost of registration, and any necessary mileage, meals, and accommodation expenses incurred. Reimbursement will be at rates approved by Council.