

**Grandview Municipality
Employee Education Policy**
Effective Date: October 14, 2015
Resolution No. 2015-405

Purpose:

The purpose of this policy is to outline the policy for educational opportunities.

Definitions:

Employee: A full-time, part-time, seasonal, or casual employee.

Procedure:

Where additional education is a requirement of employment, or where the CAO and/or Council determines an educational opportunity will aid an employee in carrying out their duties with the Grandview Municipality, the Municipality will pay for the first attempt. This includes course costs, accommodations, mileage and meals in accordance with the Indemnity By-Law.

In the event an employee does not pass on their first attempt, it will be the responsibility of the employee to cover the costs of any additional attempts.

If the employee leaves the employment of the Municipality:

- Within 1 year of the Municipality paying for the course, the employee will be required to pay back 100% of costs.
- Within 2 years of the Municipality paying for the course, the employee will be required to pay back 50% of costs.
- After 2 years of the Municipality paying for the course, the employee not will be required to pay back any of the costs.