



## Staff Report

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**Report To:** Council Meeting

**From:** Magda Badura, CAO/Treasurer

**Date:** 2024-06-13

**Subject:** Training and Education Reimbursement Policy Update

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and that West Elgin Council approves updates to the Training and Education Reimbursement Policy.

### **Purpose:**

The purpose of this report is to establish guidelines for decision-making, ensure consistency, and protect the interests of our organization.

### **Background:**

Recently, two employees attended offsite training arranged and paid for by the municipality. The length of the training was three separate (full – 8 hrs.) days, during which both employees were compensated for a full 8-hour workday. Additionally, they were provided with a municipal vehicle, and their meals were covered by the municipality.

It came to my attention that both employees submitted a total of 4.25 hours of overtime, which was approved by their immediate supervisor/manager. Upon review, the overtime was rejected and in the absence of a policy the following justification was applied.

1. The training was approved by the supervisor/manager.
2. The cost of the training was covered by the municipality.
3. Transportation to and from the training facility was covered by the municipality.
4. Meals during the training were covered by the municipality.

Typically, travel time to and from the training facility varies, as some employees may choose to use their own vehicle and submit for mileage reimbursement. In our case, both employees used a municipal vehicle, traveling from the municipal office to the training location. Their overtime was calculated from the time they arrived at the municipal office to the time they returned to the office. Determining the exact travel time needed for the training facility remains a challenge.

From my experience, some organizations have policies allowing employees to submit for travel time up to 12 hours per day, particularly for out-of-province training where travel exceeds 4 hours. Despite such policies, most employees opt not to submit for overtime, recognizing that the training benefits both the organization and their personal skillset.

The rejected overtime was not challenged by either the employees or the management team.

**Financial Implications:**

If the council chooses to approve this proposed addition to the training policy, there is no financial implications as the cost of the training is incorporated in 2024 approved operating budget.

If the council chooses not to approve this policy and agrees to pay employees overtime relating to the travel time to and from the training, a separate overtime training policy will need to be established, as all hourly employees receive overtime pay at 1.5 rate but office staff at 1.0.

**Policies/Legislation:**

Training and Education Reimbursement Policy

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Magda Badura

## Report Approval Details

Document Title:	Training and Education Reimbursement Policy Update - 2024-17-Administration Finance.docx
Attachments:	- HR-1.13 - Education Policy.pdf
Final Approval Date:	Jun 4, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuć