

# Municipality of West Elgin

## Schedule "A" to By-Law #2021-11

### Policy HR-1.13 Training and Education Reimbursement Policy

**Effective Date:** February 1, 2021

**Review Date:** June 13, 2024

#### **Policy Statement**

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

#### **Application**

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

#### **Eligibility**

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

##### Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin.
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO). Firefighters must adhere to standard fire department procedures for course requests.

##### Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;
- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

## **Process**

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course. Firefighters must follow normal fire department procedures for course requests.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on the amount of funds available in the current year's budget and the departmental needs/requirements for training and development.

## **Training Reimbursement Policy**

### **Purpose**

This policy outlines the reimbursement process and guidelines for employees attending training sessions arranged by the Municipality. The goal is to ensure employees are fairly compensated for their time and expenses while participating in professional development activities.

### **Scope**

This policy applies to all employees attending training programs organized by the municipality.

### **Eligibility**

- Employees must receive prior approval from their supervisor or manager to attend the training.
- Training must be relevant to the employee's current role or career development within the municipality.

## **Reimbursement Categories**

### **1. Mileage**

Employees will be reimbursed for mileage when using their personal vehicles to travel to and from the training location, based on the current CRA standard mileage rate. To receive reimbursement, employees must submit an expense report detailing the dates, destinations, and total miles traveled. If a municipal vehicle is available, it must be used at the discretion of the department head.

### **2. Cost of Training**

The municipality will cover the full cost of the training, including registration fees and required materials. Receipts or proof of payment must be submitted for reimbursement.

### **3. Meals**

Employees must submit itemized receipts for all meal expenses. All expenses must be reasonable and necessary.

### **4. Compensation for Training During Regular Work Hours**

Full-time employees attending training during their regular work hours will be compensated for up to 8 hours of regular pay per day. Time spent in training will be considered as hours worked. Adjusted compensation terms may apply to fire department recruit training.

### **5. Procedure for Reimbursement**

Employees must complete and submit an expense report within 30 days of the training completion. The form should include:

- Dates of training
- Location of training
- Detailed mileage log (if applicable)
- Itemized receipts for all expenses
- Proof of training completion (certificate or equivalent)
- Approval Process

The completed Expense Report must be reviewed and approved by the employee's immediate supervisor.

The supervisor will forward the approved form to the Finance Department for processing.

Reimbursements will be processed within two weeks after receipt of the approved form.

## **General Conditions**

- All expenses must be reasonable and necessary.
- The municipality reserves the right to deny reimbursement for any expenses deemed excessive or not in compliance with this policy.
- Employees are expected to adhere to the municipality's training and education policies when incurring expenses related to training.

## **Responsibility**

- Employees are responsible for understanding and complying with this policy.
- Supervisors and managers are responsible for approving training and related expenses.
- The Finance Department is responsible for processing reimbursements in accordance with this policy.

## **Policy Review**

This policy should be reviewed periodically and updated as necessary to ensure it remains current and effective.