



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Educational Support
Policy Number:	900-08

Authority:	
<i>Council Resolution #</i>	<i>314/20</i>

The RM supports and encourages employees to pursue ongoing professional development and training, recognizing that the RM benefits from enhancing their employee's knowledge, skill and abilities.

Employees may make application to council for Educational Support by submitting a written proposal with course details, timeline and budgeted expenses.

#### **Local Government Authority Certificate (RMAA Level C)**

Council may by resolution provide financial assistance to an employee who has passed probation and subject to the employee successfully passing the Local Government Authority Program.

The eligible expenses include mentor, tuition, books, mileage, accommodations and meals.

Employee is expected to enter into an *Educational Support Return in Service Agreement Appendix A*. One month employment for every \$200.00 of expenses reimbursed commencing the month in which the agreement has been approved and signed by council.

#### **Wastewater Operator**

Council may by resolution provide financial assistance to an employee who has passed probation and subject to the employee successfully passing the Wastewater Operator Level One.

The eligible expenses include mentor, tuition, books, mileage, accommodations and meals.

Employee is expected to enter into an *Educational Support Return in Service Agreement Appendix A*. One month employment for every \$200.00 of expenses reimbursed commencing the month in which the agreement has been approved and signed by council.

#### **Class One Driver's License**

Council may by resolution provide financial assistance to an employee who has passed probation and subject to the employee successfully obtaining Class One Driver's License.

Eligible expenses include physical medical exam, tuition, books, mileage, accommodations and meals.

Employee is expected to enter into an *Educational Support Return in Service Agreement Appendix A*. One month employment for every \$200.00 of expenses reimbursed commencing the month in which the agreement has been approved and signed by council.

### **Conventions/Conferences/Workshops/Safety and/or Training Courses**

Attendance to conventions/conferences/workshops/safety/training courses which will improve an employee's knowledge or employment skills will be considered part of the normal operations of the municipality. The Administrator has the authority to approve attendance and all associated costs provided that not more than 2 office and/or maintenance employees are gone at the same time and the event is within the Province of Saskatchewan or within 300 kilometers. (Exception: Administrator is authorized to attend SARM and RMAA conventions held in Saskatoon or Regina). Events outside these parameters require approval by resolution of council.

### **Employee Salary**

The employee will be paid their regular wage or salary while travelling or attending training or educational sessions and conventions however time spent completing correspondence courses must be completed during hours outside of regular employment hours and as such are not paid.

### **Exception**

If the RM of Loon Lake No. 561 terminates employee due to lay-offs or without just cause, it will be deemed that the employee has completed their obligation of return to service and months owing will be deemed completed.

### **Effective Date/Repeal**

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to educational support that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

*RM of Loon Lake Educational Support Return in Service Agreement*

*Educational Support 900-08 Appendix A*

As provided for in the Educational Support 900-08 Policy, the RM supports and encourages Employees to pursue professional development and training. In recognition of the financial support provided the employee hereby agrees to enter into this return in service agreement and provide the RM of Loon Lake No. 561 a return to service prorated at \$200.00 per month for the following educational support and for the duration of the return in service as herein provided.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Location of Program: \_\_\_\_\_

Council Approval Resolution # and date \_\_\_\_\_

Course Details (attach copy of program information and certificate of completion)

Details of Expenses Claimed

Tuition/Books/Registration Fees \_\_\_\_\_

Travel (attached receipts hotels/meals) \_\_\_\_\_

Other costs (describe) \_\_\_\_\_

Mentor if applicable will be paid directly by the RM of Loon Lake No. 561

Total Cost \_\_\_\_\_/\$200/month = \_\_\_\_\_ months of service required.

I, \_\_\_\_\_ hereby agree to provide service in my position of \_\_\_\_\_ to the RM of Loon Lake No. 561. I hereby acknowledge that if I do not return the full service provided above I shall be responsible to immediately repay to the RM of Loon Lake No. 561 any prorated balance upon my resignation. (Exception: If the RM of Loon Lake No. 561 terminates my position due to lay-off or without just cause, it will be acknowledged that the employee has full-filled their obligation of this agreement). It is further acknowledge any balance due upon my resignation will be deducted from my last pay period.

Based on the calculations above this agreement shall expire on \_\_\_\_\_ (date return in service is completed). Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator