

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: January 6, 2022	Revised date: January 6, 2022
	Policy No. 300-34 External Training	

R.M. of Browning No. 34
Policy No. 300-34 External Training
January 6, 2022

1. External Training

- 1.1.** Employees that require external training from outside the R.M. of Browning No. 34 to become more qualified for their job may request Council for funding assistance to complete the training.
- 1.2.** If Council agrees that the external training is beneficial for the municipality, the R.M. will agree to pay for half of the external training costs and will pay for all the costs upfront.
- 1.3.** The R.M. agrees to pay the employee their regular salary while they complete their training.
- 1.4.** Once the employee completes their training, the employee is required to pay their portion of the training costs back over a two (2) year period.
- 1.5.** The employee agrees to be employed by the R.M. for two (2) years. If the employee resigns before the two (2) years is completed, the employee is required to pay the R.M. back any amount owing of their portion along a prorated amount of the R.M. portion immediately.
- 1.6.** In the event that the employee fails to complete or pass their training, the employee is required to pay the entire cost of the training back to the R.M.

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Document Revision History:

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