

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Training Reimbursement

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Training Reimbursement

INTENT:

To provide guidelines for the reimbursement of training expenses upon resignation.

SCOPE:

This policy applies to all permanent/full-time non-union / management employees.

PROCEDURE / IMPLEMENTATION:

TRAINING REIMBURSEMENT

1. Employees will be required to reimburse the Town for courses taken should they decide to voluntarily terminate their employment within four years of their date of employment as per the following schedule:

1 year	100% payback
2 years	75% payback
3 years	50% payback
4 years	25% payback

2. Training courses and professional memberships that are considered mandatory in relation to an employee carrying out their duties as outlined within the job description and/or duties policy will be paid for by the Town and will not be required to be reimbursed upon resignation.