

# TOWN OF ANNAPOLIS ROYAL POLICY

Title: Policy on Staff Training

Policy No.: 2007-4

Supersedes: N/A

Effective Date: October 15, 2007

Approval By Council Motion No.: 4

## Definitions:

Voluntary Course: a course that the employee is not required to take by the Town.


## Policy Statement:

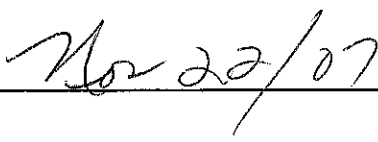
The Town is committed to ongoing staff development and will cover the cost of tuition for courses taken voluntarily or as required that will:

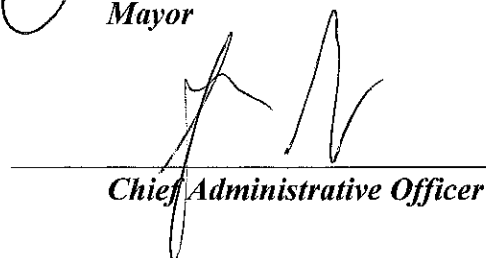
- a) enhance staff knowledge, skills and ability relevant to their position or the Town's succession plans and/or
- b) enable the Town to meet required certification or designation

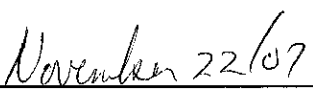
In return, the staff member concerned is required to attend the course. In the event, the employee decides not to take a voluntary course for any reason other than sudden illness, or the sudden illness or death of a family member, the employee shall make every attempt to seek reimbursement. If this is not possible, the employee will be required to reimburse the Town for the expense via payroll deductions.

All courses require the prior approval of the CAO.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date