

	TOWN OF CARMAN	POLICY NO. 001
	ADOPTED BY: Resolution No. 185	Last Updated: 2023
	DATE: December 14th, 2023	Page: 1 of 4
	TITLE: Membership Dues, Training Courses, and Employee Conventions Policy	Department: Administration

PURPOSE:

It is the purpose of this policy to outline the process of the Town of Carman paying for Professional Development courses where professional designations are achieved, tuition fees, membership dues, attendance of training activities, conventions and reimbursement of expenses. The Town of Carman will pay for tuition, examination fees and out-of-pocket expenses for employees if the courses are required to build skills for their current job. If this professional development, tuition or course is part of one’s employment agreement, the later will supersede this policy.

RATIONALE:

To establish a structured system for the payment of professional fees, tuition, course fees, training activities, conventions, and reimbursement of expenses for all staff of the Town of Carman. The Town of Carman believes it is important to encourage the development of its employees through financially assisted employee training programs.

POLICY STATEMENT:

This policy establishes guidelines to ensure fairness, to all employees in respect to professional fees, membership dues, tuition and courses and the timely reimbursement is balanced with the Town of Carman’s need to ensure that municipal finances are spent in the most transparent manner. This policy has been established in order to build and maintain a skilled and efficient staff capable of initiating and utilizing the best modern practices and techniques in the conduct of municipal business, thereby increasing the efficiency and economy of the municipal administration.

DEFINITIONS:

Training. Training includes direct skill training, knowledge training, seminars, workshops, conventions and related activities. Training is directly related to current or future duties.

Professional Development. Professional development is learning not directly related to job descriptions, but which will be of general benefit to the Town of Carman as well as the individual.

Examples of professional dues and or annual memberships.

CMMA- Certificate of Manitoba Municipal Administration

CPA – Chartered Professional Accountant

MBA – Master of Business Administration

MWWA- Manitoba Water and Wastewater Association Membership

MMAA –Manitoba Municipal Administrator’s Association Membership

MFCA – Manitoba Fire Chiefs Association

EDAM – Economic Developers Association of Manitoba

ADMINISTRATION AND PROCEDURES:

Approval from the CAO must be sought prior to the attendance of any form of training. The employee must complete and submit the Training & Conference Requisition form (see Appendix A) to the CAO, attaching any related material to the form.

Upon approval, the CAO shall submit the Training & Conference Requisition form, along with any related material to the CFO for processing.

The employee shall be allowed to take a course/exam two (2) times at the cost of the Town of Carman. A third attempt to be paid by the employee at their cost. Upon passing shall the expense shall be reimbursed, or upon fail on the third (3) attempt the employee could be reassigned as they have not met the condition of employment being the required training.

- a) Training programs and their related expenses, authorized by the CAO or Council, will be paid for by the Town of Carman.
- b) Short term courses, seminars or conferences may be of a specific or general nature and are of a few days to three weeks in duration. Employees are considered to be on duty while in attendance of such courses, seminars or conferences.
- c) Courses will be approved by the CAO and or Council.
- d) Fees for courses will be funded by the appropriate staff budget.
- e) The CFO shall maintain records of all employees attending short term courses, seminars and or conferences.
- f) In order to receive reimbursement of expenses incurred by the employee while on the short term course, seminar or conference, an employee must seek the approval of the CAO prior to attendance of the short term course, seminar or conference.

- g) The CAO or a Department head will notify the employee if the course/seminar or conference is approved. Arrangements and payments for the course/seminar or conference will be paid through the appropriate budget and travel expenses will be paid as per the Meals, Travel and Expense policy.

Limitations. The CAO may approve all training related courses, and or professional development sessions up to \$1,000.00. All expenses over \$1,000.00 must go to Council for approval. All conferences shall be approved by the Council.

Eligible Costs. The Town of Carman shall normally cover part or all of the following costs of approved training and professional development:

- Tuition, registration fees
- Examinations
- Books and materials
- Travel costs
- Accommodation and meal costs
- Compensation for regular hours

Non-eligible Costs. The Town of Carman shall not cover the following costs:

- Overtime costs

EFFECTIVE DATE: December 14th 2023

Appendix A

**TOWN OF CARMAN
EMPLOYEE TRAINING & CONFERENCE REQUISITION**

EMPLOYEE:	COURSE DESCRIPTION:
DEPARTMENT:	COURSE LOCATION:
DATE OF REQUEST:	DATE OF COURSE:
PRE-PAYMENT OR ADVANCE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT: ADVANCE PAYMENT FORM SIGNED: <input type="checkbox"/> (CHECK IF YES) BUDGET APPROVAL FOR TRAINING REQUEST: <input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOMMODATION AT: RESERVATIONS MADE: <input type="checkbox"/> YES <input type="checkbox"/> NO TRANSPORTATION APPROVED:

ESTIMATED	COSTS	ACTUAL (TO BE COMPLETED UPON COMPLETION OF COURSE)
	COURSE FEE and TEXT	
	MILEAGE/PARKING	
	ACCOMMODATION	
	MEALS	
	TOTAL COSTS	

The above employee is authorized to travel for ____ days, and is expected to be away ____ working days.

SIGNATURES

EMPLOYEE

CAO

DATE OF APPROVAL: _____