



Policy

Section: 3.0 Human Resources

Policy: Professional Development and Expense Policy

Policy By-Law: xx

Date: xx

Revision:

Coverage:

This policy shall apply to all positions of the Municipality of Arran- Elderslie, respecting union positions are subject to the terms and conditions in their respective collective agreements when applicable.

Policy Statement:

The Municipality of Arran-Elderslie recognizes that its workforce is one of its most valuable assets and is therefore committed to investing in the necessary training and development of employees to enable corporate and strategic plan objectives to be met.

Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends is therefore supported.

The Municipality also allows for expense, mileage reimbursement and meal allowances for employees

Legislative Authority:

Section 270, Municipal Act, 2001

Contents:

1.0 Education/Training

The Municipality of Arran-Elderslie supports all employees in continuing development through training and education.

Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Supervisors may, within their approved budgets, schedule employees for specific education and training.

The Supervisor will determine the type of training and the certification/professional designation required in their department.

Where an employee wishes to further their education, that would be beneficial

and in keeping with municipal priorities approval is required from the CAO.

The Municipality shall cover the cost of tuition, registration, materials, accommodations, mileage, parking and meals.

The employee shall provide their Supervisor with a copy of any municipal funded certificate/training course, once received, for their personnel file.

Social events, such as golfing are optional and at the full cost of the employee.

Education and training opportunities are considered a privilege and no overtime will be applicable.

The municipality acknowledges that when training is offered by electronic means it may be beneficial for staff to participate from an alternate location ie home office or quiet room away from their traditional work-station.

2.0 Expense Remittance

The Municipality allows for expenses for all staff including all persons employed permanently, part-time or contract.

Meal Allowance

Allowance for employees attending training or authorized meetings shall be as follows:

2.1 The meal allowance rates shall be:

Breakfast \$20.00

Lunch \$30.00

Supper \$50.00

2.2 All meals at the meal allowance rate is limited to three per day, not included in registration, including those meals purchased while traveling to or from their destination.

2.3 Reasonable gratuities will be permitted.

2.4 Alcoholic beverages are not eligible for reimbursement.

2.5 Expense sheets with receipts shall be submitted and approved by a Supervisor.

2.6 Exemptions may be provided by the CAO for employees with dietary restrictions, allergies or sensitivities requiring accommodation.

Convention and Conference Allowances

Each Senior Manager is authorized to attend one conference in the Province in any year. Additional conferences shall be authorized by the CAO.

The CAO shall authorize attendance to a conference by any other employee that is within the approved budget.

Allowance for employees attending conferences shall be as follows:

- 2.6.1 Actual amount of registration fee
- 2.6.2 Actual amount of accommodation
- 2.6.3 Transportation via the most economical fare
- 2.6.4 All meals at the meal allowance rate limited to three per day, not included in registration, including those meals purchased while traveling to or from a conference.
- 2.6.5 Expense sheets shall be submitted and approved by a Supervisor.

Where a convention provides a companion option, all additional costs incurred by the companion are the responsibility of the employee.

3.0 Mileage Allowance

Staff are encouraged to use a Municipal Vehicle when possible.

The Municipality will pay a mileage allowance to employees who are required to operate privately owned automobiles in the course of their employment for municipal business including education and training.

The mileage allowance will be paid based on the established mileage rate

Mileage allowance does not apply from place of residence to office and return.

The CAO may provide for exceptions if it is more appropriate for staff to leave from their place of residence.

Expense sheets shall be submitted and approved by Supervisors.

4.0 Professional Association Fees

The Municipality supports staff development for all employees through encouraging membership in professional organizations.

The Municipality will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

Attendance to meetings is encouraged; any fees will be paid for by the municipality upon approval by the appropriate Supervisor.

Social events, which are not related to professional organizations, are not paid by the Municipality.

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