

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** H00 – Training Reimbursement

**SOURCE:** Council Minutes

**SECTION:** Report 10

**DATE ENACTED:** October 23, 2006

**DATE OF AMENDMENT:**

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**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.