

SECTION: GENERAL ADMINISTRATION

SUBJECT: APPRENTICESHIP TRAINING

Original Resolution No.: 07-09-48

Apprenticeship Training Policy

It is the policy of the County of Warner No. 5 to financially assist a County employee who is registered under an apprenticeship program that is considered to be a benefit to the County's operations.

Guidelines

1. Management will present to County Council, the name of an individual who is interested in entering an apprenticeship program. The apprenticeship program must be considered a benefit to the County operations.
2. Based on the merits of the request, the Council may or may not approve a financial incentive for the employee's participation in the program.
3. If the request is approved by the County Council, the County will reimburse the Employee 100% of the cost of the tuition fees plus the required course books associated with each school module of an approved Apprenticeship program.
4. The reimbursement will be made upon the County receiving documentation and expense receipts that the Employee is registered and will be attending an approved education institution.
5. The employee is eligible to maintain County health care benefit coverage. The County will contribute the County's share of the cost of the health care premiums during the apprenticeship training and education modules.

The Employee agrees to the following:

1. The Employee will faithfully attend the required classes and complete the necessary work and put forth every effort to pass the course(s),
2. If the Employee leaves the employment of the County for any purpose within one year of the time that the County has paid or reimbursed the costs of tuition and books, or before taking the next scheduled apprentice training module, which ever comes first, the Employee will reimburse the County for 50% of the cost of the tuition and books that was paid on their behalf or reimbursed to the employee.
3. This reimbursed amount can be withheld from the Employee's paycheck and if the payroll deposit amount is insufficient, the balance will be payable to the County within 30 days of leaving the County's employment or giving notice to leave the County.
4. The Employee will keep the County informed of any changes in their apprenticeship status and provide any documentation related to the apprenticeship program when requested by the County.
5. If an Employee fails a training or educational module, the Employee will not be eligible for reimbursement of tuition and books for retaking the module or courses.

6. The Employee agrees they are not eligible for County wages during the schooling portion of the apprenticeship training, but may be eligible for government Employment Insurance benefits.
7. The Employee agrees to contribute the employee's share of the health care premium costs while he is attending the apprenticeship training and education modules. Payment arrangements will be determined through the Payroll Department prior to leaving for the training module.