

POLICY NO:	PE 022
POLICY TITLE:	APPRENTICESHIP PROGRAMS
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	01-12-99 (December 1999)
REVISION DATE:	25-09-01; 13-01-03 (January 2003)
REVIEW DATE:	

Policy:

The County of Vermilion River #24 (County) may enrol employees into apprenticeship programs from time to time.

Background:

Revenue Canada stipulates that payment for tuition for a student or a bonus that is paid out (even with payback conditions) is subject to tax and other statutory deductions.

Guidelines:

1. The department head must receive Council approval prior to enrolling any employee into an apprentice program
2. The department head must only submit a recommendation for an employee who is a suitable candidate for the training and has had long-term employment with the County, which shall be based on their previous work record, for at least (12) twelve months. Waiver of the work experience criteria with the County will be allowed only at Council discretion.
3. Tuition for the apprentice training for an enrolled employee will be paid by the County
4. County Council will establish wages reflecting hourly rates for employees enrolled in apprenticeship programs
5. Upon submitting the Apprenticeship Record Book with the “Certificate of Progress” stamped confirming completion of the first, second, third and / or fourth year apprenticeship (hours and schooling), the employee will receive the hourly rate, which corresponds to the training they have completed. e.g. after completion of first year they will be at step one on the wage grid established.
6. A bonus may be granted to an employee who returns to work for the County, after they have attended apprenticeship training, up to a maximum of \$300.00 per week of training, if they sign a form accepting the stipulation that if they do not complete two years of employment with the County of Vermilion River No. 24 once training is completed that a repayment penalty of 50% of the total bonus paid by the County, which is due and payable either in cash upon giving notice, or through a deduction from their final payroll deposit.