

POLICY NO:	NG 010
POLICY TITLE:	GAS UTILITY OPERATOR TRAINING
DEPARTMENT:	NATURAL GAS UTILITY
APPROVAL DATE:	26-09-07 (September 11, 2007)
REVISION DATE:	
REVIEW DATE:	10-11-07PP (November 29, 2010)

Policy Statement:

The County of Vermilion River may enrol employees in Gas Utility Operator training programs from time to time.

Purpose:

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.

Policy:

1. The department head must receive Council approval prior to enrolling any employee into a Gas Utility Operator training course.
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 twelve (12) months. Waiver of the work experience criteria with the County will be allowed only at Council discretion.
3. Tuition for the Gas Utility Operator training for an enrolled employee will be paid by the County.
4. Employees will be paid regular wage for on-line module completion during work hours.
5. Employees enrolled in this training program will be reimbursed for expenses paid as follows:
 - a. Accommodation - up to a maximum of \$300 per week plus taxes
 - i. when original receipts are approved by the Department Manager.
 - ii. when an approved written request is submitted (“Request for Accommodation Advance” form must be used) for an advance of the estimated amount to cover the accommodation and taxes. On return, the actual claim portion of the request form must be completed with receipts attached and submitted as proof of the actual expenditure, along with a voucher to claim any shortage or a payment to return any overpayment that may have occurred.

- b. Subsistence – up to a maximum of \$50.00 per day, with submission of receipts.
 - c. Mileage (for training in Edmonton) – up to a maximum of 575 km per week at the
 - i. mileage rate established by the Government of Canada and listed with the Treasury
 - ii. Board of Canada. (See Policy PE 017), for use of personal vehicles only.
6. Employees enrolled in this program are required to sign a form accepting the stipulation that if they do not complete two years of employment with the County once training is completed, a repayment penalty of 50% of the total amount paid by the County for items 3 and 5 of this policy will be enforced. This is due and payable in cash upon giving notice, or through a deduction from their final payroll deposit. Waiver of the repayment penalty will be allowed only at Council discretion.
7. Should an employee not pass the course, they would not be eligible to utilize this policy.