

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 25 REGISTRATION/TUITION FEES

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to assist employees with professional development opportunities to ensure the people of Queens are served by a competent, professional and well educated work force.

Policy Objectives

1. To make available funding on a yearly basis for staff to participate in appropriate training opportunities.
2. To provide appropriate staff with memberships on their affiliated professional organizations that are deemed useful.

Policy Directions

1. Employees are responsible for initiating requests for memberships and other professional development activities. For this reason, employees who wish to be members of any professional organization or to attend any professional development course must fill out the Application for Registration/Tuition Fees form contained in the personnel policy manual and forward to their immediate supervisor.
2. Requests for membership shall be based on budgeted funds available and worthiness of being a member.
3. Requests for training shall be reviewed by an employee's immediate supervisor and forward to the Chief Administrative Officer for review. Training requests are subject to budget limitations.
4. Requests for training shall be reviewed on an ongoing basis throughout the year. Preference will be granted to those requests that have been recommended to be completed in an employee's performance appraisal.

5. The Region will pay 100% of membership and tuition fees for approved requests including reasonable expenses incurred while on a course.

Approved by Council: July 15, 2002

REGION OF QUEENS MUNICIPALITY
APPLICATION FOR REGISTRATION/TUITION FEES

Name: _____ Department: _____

Date Hired: _____ Position: _____

Educational Background:

Name of Course, Seminar or Conference: (attach any relevant information)

Dates/Length: _____ Approximate Cost: _____

State why you think this course, seminar or conference would prove beneficial to yourself and to the Region:

Employee's Signature

Reason for Recommendation:

Department Head's Signature

Chief Administrative Officer's Signature