



# TOWN OF RAYMOND

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Adopted By:

Motion:

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Authority to Administer: CAO, Department Directors

Policy Number: GP - 2017-09

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## **Policy Name**

Employee Education Course

## **Policy Purpose**

To establish procedures and guidelines for employee participation in education, training courses and seminars when it is necessary to travel out of the immediate area.

## **Policy Statement**

This matter has not been addressed in the collective agreement. Therefore, a policy statement was considered necessary to address Council's position.

## **Policy Procedure**

No compensation will be given to employees attending courses/seminars in which travel requires additional time beyond the regular work day. Moreover, overtime will not be paid when assignment and study time are required beyond the regular work-day.