

SCHEDULE “C”

TRAINING COMPETITION POLICY

(courses not covered in the Town of Erin Personnel Policy Manual)

The principle is based on an annual competition for access to a pre-approved budget amount of \$ 2,500.00.

The sum of money is budgeted each year for more extensive courses not covered by the current policy and is under the jurisdiction of the Town Manager.

Early in the year, notice is given to ALL employees that they can submit a detailed application form outlining the desired training program and how it would relate to their position, its costs, time required etc. If the application is from below the Department Head level, it should receive the endorsement of the Department Head.

The proposals will be reviewed by an evaluation committee comprised of the Mayor, Council members, and the Town Manager. A successful applicant will not be eligible to re-apply for the program for a period of five years.

The successful candidate will be required to sign a contract agreeing to a graduated pay back should they leave the employ of the Town of Erin within the following time frame (75% payback within 1 year, 50% within 2 years, 25% within 3 years).

July 20th, 1999

NOTICE TO ALL HOURLY AND SALARIED EMPLOYEES

TRAINING COMPETITION POLICY (courses not covered in the Town of Erin Personnel Policy Manual)

Town Council has authorized an amount of up to \$2,500.00 annually to be awarded to defray costs for an employee wishing to further job related training and education.

Those employees interested are requested to make formal application through your Department Head, a copy of the application form is attached to this notice, for your information.

Council and the Town Manager will assess the application and after rating it on a point allocation system will make an award to the highest rated applicant.

The application will be judged on four major points:

1. The creativity of the proposal.
2. Whether or not the grant is critical to the applicant participating in the training program.
3. Evidence that the proposal will enrich the educational experience of the participant, related to his/her current position.
4. The usefulness of the training to the organization as a whole.

Your Department Head will be requested to approve the submission of the application, giving consideration to the effect on the Department's operation, where extended leaves of absence are required.

The applicant shall be required to make up time away from regular working hours.

A successful applicant will not be eligible to re-apply for the program for a period of five years, following the award. He/she will also be required to sign a statement agreeing to a graduated payback should they leave the employment of the Town within the following time frame - 75% payback within 1 year, 50% within 2 years, and 25% within 3 years of completion of the training program.

If you are interested in participating, please discuss it with your Department Head. Application forms can be obtained from my office. The deadline for submission of applications to me is April 30th.

Lisa Hass, A.M.C.T.
Town Manager

TRAINING COMPETITION GRANT SCORING FORM

APPLICANTS NAME: _____

Please allocate points to the following criteria by circling one number on each scale.
(Based on the information provided as Applicants are aware of the criteria).

1. How does this proposal relate to the employee's current position?

	Not Relative					Very Relative
Points	0	1	2	3	4	5

2. Will a \$2,500.00 grant make a real difference to whether or not the applicant can participate?

	None	Little	Perhaps	Clearly Yes
Points	0	1	3	5

3. What evidence is there that the proposal would enrich the educational experience of participation related to his/her current position?

	No Evidence	Little	Some	Clear Evidence
Points	0	1	3	5

4. Will this training be of use to the Organization as a whole?

No	Dubious	Maybe	Yes
0	1	3	5

MAXIMUM TOTAL POINTS POSSIBLE **20**

TOTAL POINTS FOR THIS APPLICANT _____

TOWN OF ERIN

TRAINING COMPETITION GRANT APPLICATION

1. Name: _____
2. Department: _____
3. Specify the intended course giving a brief outline of its components (use attachments if necessary)

4. Attach, on not more than one page, an explanation of how the grant of up to \$2,500.00 would be used to further your education and training and how this would enrich your position in the Department and/or Organization.
5. Provide a breakdown of how the grant will be used during the current program year.

Date: _____

Signature of Applicant: _____

Approval Signature of Department Head: _____

Submit to: Town Manager