

F3.5 Management Staff Course Fees Policy



Regional Board Policy

Management Staff Course Fees Policy

Category: Personnel	Policy Number: 02-11B-5(5)(13)	Replaces: 91-4-4(u)
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Finance		
Date Adopted: April 1991	Board Resolution Number: 91-4-4(u)	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To have a policy in place for management surrounding reimbursement on expenses when attending seminars or conventions.

POLICY:

That course fees for management staff approved by the Manager be paid on the following basis:

- 50% at time of enrolment;
- 50% upon proof of successful completion.

Further, that at the discretion of the Manager, a note be signed indicating that the full amount paid will be refunded to the Cariboo Regional District if the employee terminates his employment within two years of successful completion.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes	November 2002	02-11B-5(5)(13)
Adopted – New Policy	April 1991	91-4-4(u)