

**Title: Human Resources Management  
Policy – Training and Development**

**Policy No: 1952**

**Approval: Town Council  
Effective Date: January 25, 2006**



Supersedes Policy No: none

**Policy Statement:** The Town of Hardisty believes that it is necessary and advantageous to pay employees for their time off to attend a training course, seminar or conference.

**Purpose:** To establish how and when employees will be paid for their time off to attend a training course, seminar or conference.

**Principles:**

- 1) An employee who is required to attend a training course, seminar or conference on his/her regular day of work shall be paid his/her regular rate of pay for the hours spent on training to a maximum of his/her regular daily hours of work.
- 2) An employee who is required to attend a training course, seminar or conference on his/her regularly scheduled day of rest shall be granted a day off in lieu at some other time, or if impractical to grant time off, he/she shall be paid his/her regular rate of pay for the hours spent on training to a maximum of his/her regular daily hours of work.
- 3) An employee who is required to attend a training course, seminar or conference which necessitates travel outside the Town of Hardisty shall be paid at his/her regular rate of pay for the actual hours spent in travel provided such travel time is outside of his/her regular daily or weekly hours of work.
- 4) Time off to attend a training course, seminar or conference shall be reported on an employee's time sheet and paid as approved by the CAO.