



**POLICY NAME:**  
**RECplex Aquatic Centre**  
**Training Incentives**

**POLICY AREA:** Recreation and Parks

**POLICY NO:** RP25-02  
**APPROVAL DATE:** May 12, 2025

**LAST UPDATED:**

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## **Policy Statement**

1. The Town of Tisdale values the commitment and experience of returning aquatic staff and is dedicated to supporting their ongoing professional development. Through this Training Incentive & Reimbursement Policy, we aim to encourage staff to pursue and maintain the certifications necessary to provide a safe and high-quality aquatic environment for our community.

## **Purpose**

2. This policy supports the development of our aquatic staff while maintaining fairness, consistency, and accountability. The RECplex Aquatic Centre offers reimbursement for eligible training and certification expenses.

## **Eligibility Criteria**

### **3. Minimum Hours Requirement**

Employees must work at least 250 hours during a season to qualify for training reimbursement.

### **4. Employment Status at Season End**

- a. Reimbursement will only apply if the employee remains employed through the end of the season.
- b. If the employee resigns without a valid reason, no reimbursement will be issued.
- c. A valid reason includes returning to post-secondary education. Leaving to pursue other employment is not considered a valid reason.

### **5. Returning Employees – Course Date Eligibility**

Reimbursement will apply to courses taken on or after September 1st of the previous year, provided the employee returns for the current season.

### **6. New Employees – Course Date Eligibility**

For simplicity and consistency, courses taken on or after September 1st of the previous year will also be considered eligible for new employees.



## Reimbursement Process

7. A maximum of \$400 per season may be reimbursed.
8. Reimbursement will be issued at the end of the season upon:
9. Submission of proof of payment (receipt).
10. Confirmation of qualifying hours and employment status.

## Certifications Eligible for Reimbursement

11. Initial certifications or recertifications for the following courses are eligible:
  - a. Standard First Aid with CPR-C
  - b. National Lifeguard (NL)
  - c. Swim for Life Instructor
  - d. Lifesaving Society Instructor (LSI)
  - e. National Lifeguard Instructor (NLI) – for staff qualified to teach NLS in-house

## Re-certifications

12. All returning staff remain eligible for reimbursement of recertification costs, regardless of the minimum hours worked, as long as they complete the season and submit a request.

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Mayor

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Chief Administrative Officer