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**TO:** Mayor and Council

**FROM:** Alyshia Neuman- Manager of Works and Operations

**DATE:** September 21, 2021

**RE:** **Training and Retest for Employee**

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**ISSUE:**

Request for retest of Certification for Water Treatment and Distribution 1 for a Town Employee.

**BACKGROUND:**

A Town employee has failed the water treatment and distribution example due to personal reasons and stress of workload at the time original test was completed.

**ALTERNATIVES:**

- 1) Council can approve administration to send for and finance employee to attend the 4-day course again for an estimated cost of an estimated cost of \$1,600.00 plus hotel fees
- 2) Council can approve administration to send for and finance a retest for the employee for an estimated cost of \$300.00
- 3) Council can deny the request.

**FINANCIAL IMPLICATIONS:**

This is an unbudgeted expense and funds will have to be found to finance but it would be in the best interest of the town to support our employee.

**ADMINISTRATIVE RECOMMENDATION(S):**

THAT council approve administration to send for and finance a retest for the employee.