



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: September 21, 2021

RE: **Training and Retest for Employee**

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.
