	Title:	Education and Tuition Reimbursement		
	Number:	HR – 018		
	Revision Date:	June 2022	Approved by:	CLT
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

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1.0 Purpose and Scope

This policy defines the conditions and application process for education and tuition reimbursement fees for job and corporate related courses. This policy includes academic courses leading to the acquisition of a degree, diploma, or certificate, with funding coming from the department budget. This policy excludes conferences and seminars.

This policy applies to all permanent full-time employees who meet the eligibility criteria.

2.0 Responsibilities

2.1 Human Resources

- Review the approved request form to ensure all required documentation has been uploaded (i.e., proof of payment and proof of successful course completion) prior to forwarding to Finance/Payroll for reimbursement.
- Maintain the HRIS and employee file by tracking successful completion of courses.

2.2 Manager


- Review and approve request forms based on the established criteria, including confirmation that the course is job or corporate related.
- Review department budget for available funds.
- Maintain communication with the employee on the progression of the course.

2.3 Employees

- Complete and submit the request form to obtain necessary approval for tuition reimbursement prior to registering for any courses.
- Adhere to the principles and requirements outlined in this policy.

2.4 Finance/Payroll

- Process the approved reimbursement request once all documentation has been provided and confirmed by the manager and human resources.

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3.0 Procedures

3.1 Eligibility

- Permanent full-time employee having successfully completed their probationary period.
- An employee in good standing with no current performance or attendance concerns.

3.2 Conditions


- The training and/or educational course must be related to the employee's current role, or to their anticipated career plan within the city.
- Performance and attendance will be a consideration in approving requests.
- The resignation or termination of an employee during the course automatically terminates the eligibility for benefits.
- Tuition fees and textbooks will be reimbursed at the 100%.
- Non-eligible expenses include:
 - Travel to and from and parking at the institution
 - Meal expenses
 - Costs incurred for the completion of coursework and/or assignments (e.g., additional travel, materials, and supplies)
- Employees are expected to pay the tuition to the institution, which will then be reimbursed to the employee by submitting proof of payment and proof of successful completion of the course.
- Employees must achieve a grade of no lower than “60%” (or equivalent), to be eligible for reimbursement.
- An employee who does not complete the course, or who does not meet the grade requirement, will not be eligible for reimbursement and will be responsible for all incurred fees.

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- Where there is an option to re-write if the employee chooses that option the corporation will not pay the re-write fee. However, upon successful completion, the City will pay the original approved tuition amount.
- An employee who is terminated with just cause or who voluntarily leaves the employ of the city within twelve (12) months of completing the course(s), will be responsible for repaying to the city the reimbursed amount of the course(s)
- Courses must be taken on the employee’s own time and should not interfere with their regular job. Exceptions may be approved by the Director
- Approval must be obtained on a course-by-course basis. A certification or modular program may be approved. The city will not commit to funding a degree, diploma, or certificate in its entirety, unless approved by the CAO
- An employee is limited to a maximum of three (3) courses annually subject to budget availability, course cost(s), services needs and the Director’s approval.

3.3 Application and Approval

- Employees are required to complete a Tuition Reimbursement Request form. The form requires employees to outline how the course will support their current or future career goals with the city.
- All applications require approval from the employee’s manager and approval must be gained prior to registration.
- Once an employee’s request has been approved, the employee can proceed to register for the course.
- Employees are to pay the educational institution, and then will be refunded as per the reimbursement process outlined below. Exceptions may be made in the event of financial hardship. All exceptions must be approved by the Director prior to registering in the course.
- Directors may bring an application forward to CLT/CAO for corporate approval if the department budget does not support the request.

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3.4 Reimbursement

- Reimbursement will be provided upon successful completion of the course, a receipt showing payment and proof of successful completion is required.
- Employees must, within sixty (60) days of course completion, submit proof of successful completion, with the final course grade and proof of payment (e.g., receipts for tuition fees and authorized textbooks).
- The approval form, proof of payment and successful course completion will be reviewed by the employee’s manager who will then forward to Human Resources for processing.
- Reimbursement will be paid during the next cheque run through accounts payable.

5.0 Attachments

- Tuition Reimbursement Request Form
- Expense Claim Form (Finance)

Revision History

Date	Description of Change	Initials