



Policy Name: Professional Training and Education Financial Assistance Policy	Policy No: S600-18
Committee approval date:	-
Council approval date:	November 4, 2013
Revision date(s):	-
Department/Division:	People Services

1. Purpose

- 1.1. The purpose of this policy is to support professional training and formal education for Town of Pelham employees by establishing a framework for financial assistance with tuition costs and clear eligibility criteria to promote consistency in the administration and approval of financial assistance requests.

2. Policy Statement

- 2.1. The Town of Pelham (“the Town”) is committed to creating an engaging workplace that values employee development and growth. The Town recognizes the importance of investing in relevant professional training and education for staff to promote employee engagement, performance, career progression and to maximize employee contribution to the Town’s operational needs and strategic goals.
- 2.2. This policy does not apply to professional training or education that the Town provides, directs or requires its employees to complete. The Town will fund all professional training and education that is made mandatory for employees.

3. Definitions

- 3.1. In this policy:

“**Eligible Course**” means a course offered by a Recognized Institution that is determined to be beneficial to an Eligible Employee and the Town for one or more of the following reasons:

- It is relevant to the employment responsibilities of the Eligible Employee;
- It enhances the current job performance of the Eligible Employee;
- It assists the Eligible Employee to achieve another position with the Town;
- It supports the Eligible Employee’s development and preparation for future employment opportunities with the Town; and/or
- It prepares the Eligible Employee for new or emerging areas of opportunity for the Town.



“Eligible Employee” means a permanent full-time employee with not less than six (6) months of employment with the Town or a permanent part-time employee with not less than six (6) months of employment with the Town and who works a minimum of twenty-one (21) hours per week.

“Professional Training” means one or more Eligible Courses leading to a degree, graduate degree, diploma, certificate or professional designation.

“Recognized Institution” means a professional school, college, university, professional licensing body or other accredited education provider acknowledged by the Town under this policy.

“Successful Completion” means completion of an Eligible Course to the standards as determined by the Recognized Institution, such as a minimum passing grade, and as shown on the final transcript, report, degree, diploma, certificate or designation granted to an Eligible Employee.

“Town” means the Corporation of the Town of Pelham.

“Tuition Allocation” means the total annual amount of financial assistance funding approved by Council under this policy.

“Tuition Fees” means the amount payable to a Recognized Institution to complete an Eligible Course but does not include ancillary fees including but not limited to textbooks, internet usage, photocopying, parking, mileage, meals or lodging.

4. General Provisions

- 4.1. Financial assistance for Tuition Fees is potentially available to all Eligible Employees in accordance with this policy, subject to the availability of Tuition Allocation funds and management approval.
- 4.2. Prior to enrolling in any training, course or program of study for which financial assistance for Tuition Fees will be sought, an Eligible Employee must submit a written request to their Department Director and/or the Chief Administrative Officer, as required under this policy, for approval of the training, course or program of study as an Eligible Course or Professional Training and of the Eligible Employee’s enrollment. The Eligible Employee must provide a copy of the submitted request to the People Services Department.
- 4.3. Where the proposed training, course or program of study is a university degree or diploma program or a college diploma program, the request for approval will be determined by the Chief Administrative Officer. All other requests for approval will be determined by the Eligible Employee’s Department Director.



- 4.4. Where an Eligible Employee requests a leave of absence in order to attend Professional Training for a period of one (1) week or less, their Department Director, in consultation with the Chief Administrative Officer, may grant such a request with full pay.
- 4.5. Where an Eligible Employee requests a leave of absence in order to attend Professional Training for a period exceeding one (1) week, their Department Director, in consultation with the Chief Administrative Officer, may grant such a request. If approved, the leave of absence will be without pay unless the Chief Administrative Officer determines otherwise.
- 4.6. Subject to sections 4.7 and 4.9 of this policy, where an Eligible Employee undertakes Professional Training other than a university degree or diploma program or a college diploma program, the Town will fund Tuition Fees of up to one thousand dollars (\$1,000.00) per Eligible Course to a maximum of three thousand dollars (\$3,000.00) per year.
- 4.7. The Eligible Employee must demonstrate Successful Completion in order to receive funding of Tuition Fees under section 4.6 of this policy.
- 4.8. Two funding options are available under section 4.6 of this policy:
 - i. the Eligible Employee may pay Tuition Fees for each Eligible Course and, upon demonstrating Successful Completion, be reimbursed subject to the maximum allowable amounts; or
 - ii. the Town will pay Tuition Fees for each Eligible Course, subject to the maximum allowable amounts, and will take no steps to recover those amounts if the Eligible Employee demonstrates Successful Completion. However, where the Eligible Employee fails to demonstrate Successful Completion for any reason whatsoever, the Town will recover Tuition Fees through one or more payroll deductions, which will not exceed twenty percent (20%) of net pay for any pay period.
- 4.9. Should an Eligible Employee terminate their employment with the Town for any reason within three hundred and sixty-five (365) days of completing an Eligible Course as described in section 4.6 of this policy, they will be required to reimburse the Town fully for Tuition Fees and any other associated costs incurred by the Town in relation to the Eligible Course.



- 4.10. Subject to sections 4.11, 4.12 and 4.15 of this policy, where an Eligible Employee undertakes Professional Training in a university degree or diploma program or a college diploma program, the Town will fund Tuition Fees of up to one thousand five hundred dollars (\$1,500.00) per Eligible Course to a maximum of five thousand dollars (\$5,000.00) per year and a lifetime maximum of twenty thousand dollars (\$20,000.00).
- 4.11. Prior to commencing Professional Training in a university degree or diploma program or a college diploma program, the Eligible Employee must enter into a written contract with the Town in which the Eligible Employee agrees to repay the Town in accordance with section 4.15 of this policy if the Eligible Employee voluntarily ceases their employment with the Town within two (2) years after completing the Professional Training.
- 4.12. The Eligible Employee must demonstrate Successful Completion in order to receive funding under section 4.10 of this policy.
- 4.13. Two funding options are available under section 4.10 of this policy:
- i. the Eligible Employee may pay Tuition Fees for all Eligible Courses to be taken within a semester and, upon demonstrating Successful Completion of one or more Eligible Courses, be reimbursed for such course(s), subject to the maximum allowable amounts; or
 - ii. the Town will pay Tuition Fees for all Eligible Courses to be taken within a semester, subject to the maximum allowable amounts, and will take no steps to recover those amounts if the Eligible Employee demonstrates Successful Completion of all Eligible Courses. However, where the Eligible Employee fails to demonstrate Successful Completion of any Eligible Course for any reason whatsoever, the Town will recover Tuition Fees paid in relation to that course through one or more payroll deductions, which will not exceed twenty percent (20%) of net pay for any pay period.
- 4.14. Should an Eligible Employee voluntarily cease their employment with the Town for any reason within two (2) years of completing Professional Training as described in section 4.10 of this policy, they will be required to repay the Town for Tuition Fees and any other costs incurred by the Town in relation to the Professional Training in accordance with section 4.15.
- 4.15. Repayment of Tuition Fees and any other costs incurred by the Town in relation to Professional Training as described in section 4.10 of this policy is pro-rated as follows:



- i. 100% if the Eligible Employee leaves within six (6) months less a day after completing the Professional Training;
 - ii. 75% if the Eligible Employee leaves from six (6) months to twelve (12) months less a day after completing the Professional Training;
 - iii. 50% if the Eligible Employee leaves from twelve (12) months to eighteen (18) months less a day after completing the Professional Training;
 - iv. 25% if the Eligible Employee leaves from eighteen (18) months to twenty-four (24) months less a day after completing the Professional Training; and
 - v. 0% if the Eligible Employee leaves twenty-four (24) months or more after completing the Professional Training.
- 4.16. The Town may recover the amounts prescribed by section 4.15 of this policy by means of a payroll deduction from the Eligible Employee's final pay, unless the recoverable amount exceeds twenty percent (20%) of net pay, in which case the Town may recover the funds over two or more payroll deductions.
- 4.17. Notwithstanding section 4.16, the Town may recover the amounts prescribed by section 4.15 of this policy by any means available to it in law, including but not limited to legal proceedings.