

Municipality of West Elgin

Schedule “A” to By-Law #2021-11

Policy HR-1.13 Education Reimbursement Policy

Effective Date: February 1, 2021

Review Date:

Policy Statement

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

Application

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

Eligibility

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin;
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO).

Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;

- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

Process

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on amount of funds available in the current year's budget and the departmental needs/requirements for training and development.

West Elgin Application for Educational Course

Approval and Fee Reimbursement

- ☐ **Education Course Approval** (Complete Section 1 & 2)
- ☐ **Education Course Reimbursement** (Complete Section 3 when course completed)

Section 1

Application for Approval to take Educational Course

Employee Name	
<div></div>	
Date of Application	Department Name
<div></div>	<div></div>
Course Title	Cost of Course
<div></div>	<div></div>
Course Description	
<div></div>	

Name of Facility/Association providing course

Course Start Date

Course End Date

Please consider me for the above mentioned educational course in accordance with the Municipal Training and Development Policy.

If approval is granted and I successfully complete the course with a passing grade achieved, I intend to apply for reimbursement in accordance with Municipal Training and Development Policy and the conditions approved in this form.

It is understood that approval, if given, shall be for the approved course and dates only.

Employee Signature

Date

Section 2

To be completed by Department Head

**Department Head
Comments**

☐ Approved

☐ Not Approved

Conditions

Department Head Name

Date

Department Head Signature

Section 3

Application for Reimbursement

I have successfully completed the course, and attached the following supporting documentation

Date of Completion

- ☐ Receipts
- ☐ Certificate of Completion/Transcript

Employee Signature

Amount of Reimbursement

Department Head Signature

Date

Finance Information

Date Form Received

Date Reimbursement Processed