

**M.D. of Opportunity No. 17**  
**PERSONNEL POLICY**

TITLE: **EDUCATION POLICY**

EFFECTIVE DATE: January 13, 2016

POLICY NUMBER: **P.7**

**PURPOSE OF POLICY:**

This Policy is intended to set out guidelines for the use of Municipal District of Opportunity No. 17 education and training resources to qualify or professionally develop employees and volunteers, in order to ensure the MD receives value in return for its investment.

**POLICY STATEMENTS:**

1. This policy applies to education or training costs totaling **\$2,000 or more** in eligible and other expenses.
2. For an employee or volunteer to receive education or training paid for by the MD, the employee must first submit a proposal in writing to his or her Supervisor or Manager with the following information:
  - a) a description of the education or training and how it applies to their position,
  - b) the category of the education or training (see 5A and 5B, below), and
  - c) an estimate of "Eligible Expenses," and "Other Expenses" (see 8 and 9, below).
3. The Manager will screen proposals and may recommend them with a cover letter to the Chief Administrative Officer (CAO) for review and final approval. Proposals denied by the Manager will be returned to the employee.
4. The CAO's review may consider amounts previously approved for that employee, the applicability of the education or training to the employee's position or to the MD, costs, budget constraints, or other factors.
5. The following categories of education and training may be funded:
  - A) General Education:
    - A.1 Post-secondary courses leading to a degree, diploma, certificate, or other credential.
    - A.2 Courses leading to a GED certificate.
  - B) Training Programs:
    - B.1 Programs or courses resulting in a professional designation.
    - B.2 Programs or courses resulting in a certificate or diploma.
    - B.3 Programs or courses resulting in professional development in municipal services, administration, law, or finance.

8. "Eligible Expenses" include tuition, registration or other institutional fees, and textbooks and supplies paid for by the employee and not reimbursed by any other agency.
9. "Other Expenses" can include travel, accommodation, wages, or electronic devices and service (computers, cell phones, air cards, etc) paid for by the employee and not reimbursed by any other agency.
10. To be approved, the proponent must be an employee of the MD:
  - a) at the time of proposal;
  - b) during the education or training periods even if on education leave; and
  - c) for the designated period after completion of studies.
11. The MD may directly pay for expenses for education or training in return for a Service Repayment Agreement (SRA), during which the employee must continue in the MD's service in order to fully retired the costs, e.g.:

Service Repayment Schedule		
For single-semester credentials or stand-alone courses	100% of total cost	When proof of a passing grade is submitted
For a multi-semester credential, credentials awarded in phases, or course series	30% of total cost	at the end of the first year of continued service, and
	1/12 <sup>th</sup> of remaining costs	at the end of each month of continued service

12. Alternatively, the MD may reimburse the employee according to a schedule:

Reimbursement Schedule		
For single-semester credentials or stand-alone courses	1/12 <sup>th</sup> of total costs	on the last day of each month of continued employment
For a multi-semester credential, credentials awarded in phases, or course series	30% of total cost and	when proof of a passing grade is submitted; and
	1/12 <sup>th</sup> of remaining costs	at the end of each month of continued employment

*\*\*Semester" = Fall (Sept-Dec) Winter (Jan-Apr) and Spring (May-July).*

13. If an employee on a reimbursement schedule is terminated from their employment or resigns, the reimbursement schedule is cancelled permanently. Cancellation will not occur if the employee transfers to another MD position.
14. If an employee on a Service Repayment Agreement is terminated from their employment for cause, or resigns their position before the expiry of the repayment period, the MD may elect to recover the unretired expenses from the employee.

**ADOPTED BY COUNCIL: January 13, 2016 – Motion # 0026-2016-MDC17**

