

Tuition Fees Reimbursement Policy



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Human Resources	May 22, 2018	53-2018	1	4
Subsection	Repeals By-Law Number		Policy Number	
General	N/A		HR-2-7-3	

Policy Statement

The City of Kenora ("the City") recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The City supports learning and development of its staff with levels of financial support which vary depending on the relevancy of the Training opportunity.

Purpose

The purpose of this Policy is to provide clear criteria of what employee Tuition Fees qualify for reimbursement to enable consistent approval and reimbursement across the City.

Scope

This policy applies to all permanent full-time and part-time employees.

Employees on leaves of absence without pay are ineligible. In order to qualify for reimbursement, an employee must be pre-approved prior to enrolment.

All funds come from Departmental and Divisional budgets.

Where applicable, the governing collective agreement for unionized employees or the employment or the employment contract for non-unionized employees addressing learning and development will prevail.

Excludes business travel, seminars, and conferences expenses. (See Business Travel / Conference Attendance Policy)

Definitions

Training – Includes an individual course, or a "formal program of study" involving more than one course leading to a degree, graduate degree, diploma, certificate, or professional designation; or an internet course when offered by an accredited educational institution.

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Tuition Fees – Required fees for completing a credit course at an accredited educational institution.

Non-Tuition Ancillary Fees – A compulsory ancillary fee that is imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular Tuition fees, which a student is required to pay in order to enroll in, or successfully complete any credit course (defined by the *Ministry of Training, Colleges, and Universities*.)

Terms & Conditions

The City may at its sole discretion, reimburse Tuition Fees for the following Training subject to available funds in the divisional/departmental budget.

For non-mandatory Training, an annual learning and development plan is required to be completed first, prior to submitting reimbursement requests.

The employee must obtain the appropriate approval signatures' prior to registration in the course or program by filling out a "Tuition Advance Form". This form can be obtained through Human Resources.

1. Mandatory Training is paid for by the City, and the employee is not required to incur the cost of any Tuition Fees.
2. Tuition Fees for reimbursement are directly related to the employee's current job and/or division/department function. These may be:
 - (a) individual courses taken independently of enrolment in a degree, certificate or diploma program; or
 - (b) courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.

*For term & condition, #2: with the appropriate approvals, 100% reimbursed upon successful course completion (as evidenced through such things as a credit earned, certificate completed, a pass/fail, or a passing final grade). You must pass to be reimbursed. Limit to one course per semester. If tuition or any costs are paid up front and the employee fails they are required to reimburse the City the full amount.

3. Tuition Fees that are related to the organization's function but not directly related to the employee's current job or division / department function. These may be:
 - (a) individual courses taken independently of enrolment in a degree, certificate or diploma program; or courses leading to a college diploma,

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university bachelor's degree, or a professional certificate, diploma or designation.

*For term & condition #3, with appropriate approvals, 50% will be reimbursed upon successful course completion. Limit to one course towards a degree, diploma or professional certificate per semester. If tuition or any costs are paid up front and the employee fails they are required to reimburse the City the full amount

4. All university/college degrees require the approval of the employee's Senior Leadership Member (or designate) in consultation with Human Resource Strategist (or designate). A business case must be provided that outlines how the university/college degree is directly connected to the City of Kenora's business needs.
5. A written contract must be signed prior to the employee commencing the degree program whereby the employee agrees to reimburse the City as per this Policy if he or she voluntarily resigns within three years of the degree program completion date.
6. Departments must determine the availability of in-house courses before approving reimbursement for outside Training;
7. Where the employee voluntarily resigns from the City of Kenora, the employee agrees to reimburse the City for Tuition Fees paid by the City within three years of the Training completion date. The City is authorized to recover funds by means of a payroll deduction from the employee's final pay(s). All exceptions need to be submitted and approved by the Human Resources Strategist (or designate).

Repayment is prorated:

- 100% if the employee leaves before 18 months less a day;
 - 75% if the employee leaves from 18-24 months less a day;
 - 50% if the employee leaves from 24-30 months less a day;
 - 25% if the employee leaves from 30-36 months less a day;
 - 0% if the employee leaves after 36 months
8. The employee needs to reimburse the City if he or she does not satisfactorily complete the Training by the expected completion date. If the employee does not immediately reimburse the City upon becoming ineligible for the advance, the City is authorized to recover the funds by means of a one-time payroll deduction from the employee's net pay.

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*An exception is made for Training expenses that equals or exceeds 20% of net pay. In this case, the City will recover the funds over two or more payroll deductions.

9. Non-tuition related fees are ineligible for reimbursement. These fees include, but are not limited to the following examples:
- (a) Deferred or Late payment
 - (b) Parking fees
 - (c) Course credit transfer fees
 - (d) Student medical insurance
 - (e) Capital projects
 - (f) Hours spent in class or traveling to class
 - (g) Miscellaneous supplies

Compliance

Failure to comply with this Policy will result in the appropriate discipline measure as assessed on a case-by-case basis, up to and including dismissal from employment.

Related Documents

1. *Business Travel / Conference Attendance Policy*
2. *Professional Fees Reimbursement Policy*
3. *Learning & Development Framework*