

[Insert name of Organization]
Education Assistance and Professional Learning Policy

SCOPE: staff seeking to further their professional development. To provide education assistance to staff seeking to further their professional development, through taking courses from an accredited institution, to ensure high quality interactions with all children, families and the community.

APPLIES TO: All Employees

OBJECTIVE: To support the continued professional development of all regular full and part-time staff and to this end, provide partial or complete reimbursement of tuition fees for education undertaken by our staff that is relevant to extending the quality of the early learning and child care programs that we deliver.

POLICY:

- To be eligible for tuition reimbursement, candidates must be full or part-time staff who have completed their probationary period and who are employed by [name of organization], when the course(s) being taken begin and conclude.
- Tuition reimbursement may be provided, at [name of organization]'s discretion, subject to the following parameters:
 - Reimbursement is limited to a maximum of \$750 per year per employee. The actual amount any one individual may receive is subject to budgetary constraints, the principle of equitable access to available funds and anticipated demand.
 - Training and education must be taken at an accredited institution for which transcripts are provided to confirm the successful completion of the course.
 - Only tuition fees (or portion thereof) may be reimbursed, subject to the following Revenue Canada stipulations:
 - Up to 100% of the tuition fee(s) may be reimbursed if the course(s) is (are) both directly and immediately applicable to the employee's current position.
 - Up to 75% of the tuition fee(s) if the course(s) will assist the employee, in the future, either in their current position or a future role relevant to the work of [name of organization]
- As all approved courses are to the benefit of [name of organization], reimbursement of tuition fees does not constitute a taxable benefit. Employees may not claim any portion of educational assistance paid by an employer for personal income tax purposes as a deduction under federal regulations.
- Employees will provide the Executive Director with the documentation required to obtain approval and receipt for reimbursement.

National Network on ELCC Human Resources Innovation and Decent Work

Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.

- The Executive Director is responsible for making the final decision as to whether or not a course will qualify for reimbursement.
- President of the Board or designate to authorize any course reimbursements for the Executive Director.
- Any exceptions to this policy require prior approval from the Board.