



POLICY MANUAL

POLICY NUMBER: CORPORATE-003

**SUBJECT: FINANCIAL ASSISTANCE TO EMPLOYEES FOR
EDUCATIONAL COURSES**

**POLICY STATEMENT:
(Purpose/Objective)**

In order to encourage and assist City employees to enroll in educational courses, the assimilation and passing of which will contribute to their effectiveness in their municipal positions, funds be included in each Department budget for the purpose of financial assistance to such employees subject to the following provisions noted below.

RELATED POLICY PROCEDURES/GUIDELINES:

1. When an employee is directed by his or her General Manager / Department Head to take specific training course(s), the municipality shall assume responsibility for 100% of the cost involved.
2. When an employee wishes to enroll in a course an application shall be submitted through the appropriate General Manager. Approval must be received prior to enrolment. On successful completion of the course and submission of satisfactory documentation, reimbursement of 75% of the tuition fee shall be granted.
3. Depending upon the cost of the course, require the reimbursement of the municipal expenditure if the employee leaves the employ of the City of

Brantford within 18 months of completion of the course. This decision will be made at the time the General Manager approves enrolment.

4. The employee will be required to submit to his or her Department Head in a form available from said Department, a request for assistance showing the course study in which he or she wishes to enrol, its length, tuition fee and the educational or public service institute offering the course.
5. Upon successful completion of the course, the employee will submit a copy of the transcript to the Human Resources Department.

**APPLICATION FOR
FINANCIAL ASSISTANCE FOR EDUCATIONAL COURSES**

Please read instructions on reverse before completing form

Employee's/Applicant's Name:	
Department:	Present Position:
Name of Course:	
Offered by (Name of Institution):	
Length of Course:	Starting Date:
Briefly Summarize Course Content:	
Briefly explain why this course will enhance your effectiveness as a City Employee:	
Cost of Course/Tuition Fees:	
Signature of Applicant:	Date:
Signature of Director:	Date:

TO BE COMPLETED BY DEPT HEAD

This application for Financial Assistance is:

Recommended

Not Recommended

Signature of Dept Head: _____

Date: _____

Instructions

Read these instructions before completing form on reverse.

Policy

1. The policy on financial assistance for educational courses is Corporate-003. Refer to your department's policy manual.

Application Guidelines

1. If approved, the employee/applicant will receive financial assistance upon successful completion of the course.
2. To be reimbursed, the applicant must submit:
 - i. An approved Application Form.
 - ii. Proof of successful completion.
 - iii. Receipt for tuition.
3. It is the applicant's responsibility to keep this form. It's your proof of the approval.
4. For record-keeping purposes, the applicant must submit proof of successful completion and/or a copy of their transcript to the Department Head.

Procedure to Request Financial Assistance

EMPLOYEE/APPLICANT:

1. Completes application form.
2. Sends application form to his/her Department Head / General Manager.

GENERAL MANAGER/DEPARTMENT HEAD:

3. Recommends or denies request.
4. Returns form to applicant.

EMPLOYEE/APPLICANT:

5. Keeps approved application form, to be submitted when requesting reimbursement.

Procedure to Request Reimbursement

APPLICANT:

1. Submits to General Manager/Department Head:
 - i. Approved application form;
 - ii. Proof of successful completion;
 - iii. Receipts for tuition.

GENERAL MANAGER/DEPARTMENT HEAD:

2. Recommends payment specifying amount to be reimbursed and account number to be charged.

Date of Enactment: September 19, 1988	Related By-law Number/Staff Report Number: 70-2010 (consolidation)
Review and Amendment Dates: October 2003 March 2009 (Review) June 2010 (consolidation)	Department Responsible for Review: SMT
Date of Next Review: 2014	Applicable Legislation/Legislative Authority: