



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P40
SECTION: PERSONNEL POLICY	POLICY TITLE: EDUCATION SPONSORSHIP POLICY

1. PURPOSE

1.1. The purpose of this policy is to outline guidelines for the Municipality of Argyle to provide financial support and resources to employees pursuing education and skill development, outside or our traditional education options, to enhance their professional growth and contribute to the organization's success.

2. SCOPE

2.1. This policy applies to all full-time and part-time permanent employees of the municipality who have been employed for a minimum of two years and have demonstrated a commitment to their role and the company's objectives. This does not apply to education that is directly related to municipal certification, as these courses are supported in full conditional on the budgetary space to do so.

3. EDUCATIONAL ASSISTANCE PROGRAMS

3.1. **Tuition Reimbursement:** The company may offer partial tuition reimbursement to eligible employees who successfully complete job-related courses, certifications, and degree programs. The eligibility criteria for qualified education shall be reviewed by the leadership group to determine its eligibility.

3.1.1. Eligibility shall be determined by the Leadership group as follows:

3.1.1.1. The course shall be relevant to the position occupied, or to a position desired by the employer (promotion).

3.1.2. The request is received 60 days prior to taking the course, which shall include the total cost per course, and an explanation of the nature of the course and how it relates to the employee's position.

3.2. Tuition Reimbursement shall be considered on a case-by-case basis but is limited to the greater of \$300 or 50% of the tuition fee, per course. To ensure the employee is not overwhelmed with courses in any given period, the reimbursement shall be limited to 2 courses per semester or 6 courses per year. The maximum annual support shall not exceed \$1,800 annually.

3.3. Tuition reimbursement shall be paid regardless of whether the employee completes the course successfully or not. However, there will not be a second reimbursement for the same course.



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3.4. Approval of tuition reimbursement shall depend on available budget, and the Leadership group has the authority to deny requests exceeding a pre-determined budget allocation.

3.5. **Professional Development Stipends:** Eligible employees may be provided with a stipend to cover costs associated with attending conferences, workshops, seminars, and other professional development opportunities that align with the company's business goals and the employee's role. These opportunities require only the authorization of the direct supervisor and a sign off from our Deputy CAO.

4. ELIGIBILITY

4.1. **Employee Commitment:** Employees interested in participating in the company-sponsored education program must demonstrate, in writing, a continued commitment to their current role and responsibilities.

4.2. **Course Relevance:** Courses, certifications, and programs chosen by employees should be directly related to their current role or a role identified for career advancement within the company.

4.3. **Academic Performance:** Employees must maintain a minimum level of academic performance as determined by the company to continue receiving educational assistance.

5. APPROVAL PROCESS

5.1. **Request Submission:** Employees seeking educational assistance must submit a request to their immediate supervisor and Deputy CAO. The request should include details about the chosen educational program, its relevance to the employee's role, anticipated costs, and any other relevant information. This request shall be forwarded to the Leadership group for consideration.

5.2. **Approval Criteria:** Requests will be reviewed based on their alignment with company goals, relevance to the employee's role, budget availability, and other relevant factors. Approval decisions will be communicated to the employee in a timely manner.

6. REIMBURSEMENT AND STIPEND DISBURSEMENT



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6.1. **Reimbursement Process:** Employees who have received approval for tuition reimbursement should provide proof of successful course enrollment and submit relevant receipts for eligible expenses. Reimbursement will be processed according to company policy and applicable laws.

6.2. **Stipend Disbursement:** Stipends for professional development opportunities will be disbursed or reimbursed, provided the opportunity was preapproved by the direct supervisor and Deputy CAO.

7. COMMITMENT AND OBLIGATIONS

7.1. Employees who receive educational assistance through the company are expected to complete the chosen course or program and apply the acquired knowledge and skills to their role.

7.2. **Work time commitment:** Employees qualifying under this policy shall not use business hours for study time, unless under the express authority of their direct supervisor. This permission shall be provided under extraordinary circumstances and limited to 3 hours total. The Municipality shall allow up to 3 hours study time each semester to support the employee's preparation for the final examinations.

7.3. **Service Commitment:** The funding support for education is provided under the presumption that the Employee and Municipality mutually benefit from the investment in education. In recognition of the investment from the Municipality, the employee shall commit to at least 12 months of employment after the provision of education assistance. Employees that choose to terminate their employment prior to the 12 months commitment shall be required to repay the Municipality 50% of all education assistance issued in that prior 12-month period.

8. PROGRAM ADMINISTRATION

8.1. The HR department will oversee the administration of the company-sponsored education program, including eligibility verification, approval processes, reimbursement or stipend disbursement, and any required reporting.

9. POLICY REVIEW

9.1. This policy will be reviewed periodically by the company to ensure its effectiveness and relevance. Changes to the policy may be made as needed to reflect evolving business needs and industry standards.



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10. CONCLUSION

10.1. By offering education and skill development opportunities to employees, the company aims to foster a culture of continuous learning, professional growth, and innovation, ultimately contributing to the success of both the individual and the organization.

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date