



## GENERAL POLICY MANUAL

SECTION:	Personnel	APPROVED BY:	County Council
NUMBER:	5.05	SIGNATURE:	
PAGE:	1 of 2	DATE:	April 29, 2021
REFERENCE POLICY:	6.02	REVISED:	

### Tuition Reimbursement

#### POLICY

Oxford County promotes a learning environment for its employees; and promotes career development for the mutual benefit of the employee and the County. A wide range of learning and development opportunities are available to employees, including tuition reimbursement in accordance with this policy. Full time employees may seek approval for reimbursement for the cost of tuition fees and books for course(s) through their departmental budget, subject to the criteria outlined below.

#### PROCEDURES

- 1.0 Subject to Director approval and annual departmental budgets, employees may be reimbursed up to a maximum of \$2000 annually for the cost of educational courses and books, provided the following conditions are met:
  - 1.1 The course directly relates to their present job or future career at Oxford County.
  - 1.2 The course is offered by a certified educational institution, which is typically a College or University, but can also include an organization such as AMCTO.
  - 1.3 Reimbursement for the course is approved by the Department Director and Human Resources prior to being taken, using the approved corporate form and process.
  - 1.4 The employee signs the declaration statement, which states they may be required to pay back the reimbursed amount should they voluntarily leave their employment at the County within one year from the course completion date.
  - 1.5 The course is successfully completed and documentation of completion is submitted, along with a receipt for the course fees and/or books, using an employee expense form for reimbursement of eligible expenses.
- 2.0 While a course may be part of an overall certificate, diploma, or degree program, each course has to be submitted and approved individually as per this policy. At no time will any commitment be made to an employee that the County will reimburse an entire program of study.
- 3.0 The Employer will provide flexibility during normal working hours for employees to attend classes and/or write examinations for any course approved and authorized under this policy, provided that such attendance does not conflict with the Employer's right to maintain efficiency, and further, that the class and/or exam cannot reasonably be attended or written at a time outside of normal working hours.

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4.0 Where management requests an employee take a specific course(s), the County shall assume responsibility for 100% of the cost involved, and no application for reimbursement under this policy is required.

5.0 Employer initiated learning and development opportunities, such as coaching and/or leadership development programs, annual corporate learning and development opportunities (Oxford Grows), position specific training, etc. are excluded from this policy and are paid for directly by the County.

6.0 Professional development, such as conferences, workshops, and seminars, are excluded from this policy and are reimbursed under Employee Expense Policy 6.02.