

**HIGH PRAIRIE MUNICIPAL LIBRARY
BYLAW AND POLICY MANUAL****POLICY C-14****STAFF TUITION FEES REIMBURSEMENT****POLICY**

To Provide staff members with opportunities for career development by providing financial assistance to employees who are enrolled in a post-secondary program of study leading to a college diploma university degree or professional certificate. Coursework must support the current role of the employee with the High Prairie Municipal Library

1. ELIGIBILITY

All permanent employees who have successfully completed their probationary period with the High Prairie Municipal Library shall be eligible to participate in the staff development tuition reimbursement program. Approval is dependant on budget status and the Library Manager's approval.

2. PROVISIONS

To access tuition reimbursement, a staff member must have notified the Library Manager in writing (see Appendix 10), the course they wish to enrol in and how it pertains to their position. Courses should be taken on the staff member's own time outside of their normal working hours. To qualify for reimbursement, the employee passes each course that is taken.

3. TUITION REIMBURSEMENT

The High Prairie Municipal Library shall reimburse the employee up to 100% of the cost of courses/tuition based on availability of budgeted funds.

If more than one employee is requesting reimbursement and funds are restricted, seniority will be taken into consideration.

The Staff member is required to maintain employment with the High Prairie Municipal Library for a minimum of 24 months following the completion of the final coursework. Where the employee voluntarily resigns their position from the High Prairie Municipal Library, the employee agrees to reimburse the library for Tuition Fees paid by the library within 24 months of the course completion date.

Repayment is prorated:

75% if the employee leaves before 12 months less a day
50% if the employee leaves before 12-18 months less a day
25% if the employee leaves before 18-24 months less a day
0% if the employee leaves after 24 months

CHAIR: _____

DATE OF APPROVAL: September 4, 2024

REVIEW DATE: