

TOWN OF STETTLER

Prepared by: Department Heads Number: II-6(a)
Adopted by: Town of Stettler Council Date: 1989 08 05
Revised: 1989 10 04

Title: **After-hour Educational Assistance**

Purpose: To reimburse a portion of the tuition expenses paid by employees for certain after-hour courses of study.

Policy Statement: The Employer shall pay the full cost of any course of instruction required by the Employer for an employee to better qualify himself to perform his job.

If employees request specific course attendance and the required approvals have been obtained, payment shall be made on successful completion of the course in accordance with the standards set by the Institutions where the employee has taken the course.

The employee will be granted time off with pay to write the course examination if necessary.

The employee must provide proof of successful completion and payment of tuition.

Applications for reimbursement must be submitted within sixty (60) days of receipt of advice of successful completion.

All textbooks and instructional course material become the property of the employer upon reimbursement of initial cost.