

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-6(a)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy :</u>	1989 08 05
		<u>Previous Policy :</u>	1989 10 04
		<u>Current Policy:</u>	2025 08 05

Title: **After-hour Educational Assistance**

Purpose: To support and promote the continued education and professional development of Town employees by providing financial assistance for approved courses that enhance job-related knowledge, skills, or qualifications.

Policy Statement: The Town of Stettler recognized the value of employee development and is committed to supporting employees who seek to pursue further education relevant to their current role or future roles within the organization. Subject to approval, the Town will provide financial assistance for course fees and required materials.

To be eligible for educational assistance, the course or program must be directly related to the employee's current position or career progression within the Town.

Approval for course or programs must be obtained from Department Head and/or the Chief Administrative Officer (CAO) prior to enrollment and any financial commitment by the Town.

Courses and required course materials will be paid for by the Town. Alternatively if the employee pays the course or course material the Town will reimburse upon submission of receipts. All textbooks and instructional course material become the property of the employer upon reimbursement of costs.

Employees must provide official documentation confirming successful completion of course. Should the employee not successfully complete the course the employee will be subject to repay the course fees and required material costs on a term agreed upon with the Department Head or CAO.

All course work including reading, assignments, and online modules, must be completed on the employee's own time and shall not interfere with regular working hours.

The Town will permit employees to attend in-class sessions, final exam, or other mandatory components that occur during working hours. Time spent attending these components will be considered regular paid work hours. The employee will be granted time off with pay to write the course examination if necessary.

This policy does not obligate the Town to approve every request for educational assistance. Approval is at the discretion of the Department Head and/or CAO based on relevance, budget availability, and operational needs.