

3.7 Education and Study Assistance

Policy Number	3.7	Date Commenced	20 February 2013
Date Adopted	20 February 2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	23 rd August 2019
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	February 2019	19/0/219/016

INTRODUCTION

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited organisations and private companies. The pre-requisites for assistance are that the course(s) complement the organisation's goals and strategies and are relevant to the work of the employee.

OBJECTIVE

To encourage studies for employees in courses relevant to their positions and to Council.

POLICY STATEMENT

1. Eligibility for Assistance

To be considered for assistance employees need to satisfy the following criteria at the discretion of the Chief Executive Officer:

- Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- Employment must be of a continuing nature.
- The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in own time, although submissions for time off for repeated subjects without pay or with such time to be made up, will be considered on merit.

2. Time off for Lectures

Employees may be permitted time off with pay up to five (5) hours per week, including travelling time, providing the equivalent period of time attending lectures is incurred in the employee's own time, subject to:

- The number of staff attending courses of study at any one time shall not unduly interfere with work of Council or any one department;
- Study release may, at the Chief Executive Officer's discretion, be waived from time to time under extreme workload conditions; and
- Each officer seeking time off to attend approved study courses will make an application in writing, using the 'Application for Annual Leave/Sick Leave/Other Leave' form, to the Chief Executive Officer who may, subject to the recommendation of the Department Manager, grant or disallow the application.

3. Examination Leave

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

4. Reimbursement of Fees

- An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed, after successful completion of the semester/term up to a maximum of 50% of the course fees.
- Expenditure for books, stationery, equipment, parking and travel are not reimbursed, although such expenses may be eligible deductions for taxation purposes.
- Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational organisation, indicating passes in those subjects.
- The Coomalie Community Government Council's may pay in advance financial support (by way of an allowance) subject to the following conditions:
 - In the event that the employee is unsuccessful in completion of a semester's program or leaves the Coomalie Community Government Council's employment before completion of that semester's study, repayment of financial support given for that semester's study is to be made immediately.

5. Continuity

To continue to qualify for assistance under the Education Policy, employees will need to successfully complete each semester's subjects.

6. Withdrawal of Support for Unsatisfactory Progress

Support may be withdrawn subject to:

- review of semester results;
- behaviour and progress of the employee;

- the educational requirements of the educational organisation; or
- repeated subject failures associated with any study course.

7. Promotion

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification or grading.

8. Accommodation and Meals

Accommodation and meals will not be the responsibility of the Coomalie Community Government Council whilst employees are undertaking a course of study.

9. Responsibility

Each individual staff member is required to ensure that their eligibility for education and study assistance is maintained. The relevant Manager must ensure that this procedure is adhered to.