POLICY 8.16 – Educational Assistance Plan

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

Revised: September 10, 1999

POLICY

1.00 The Educational Assistance Plan is established, and will be maintained, for the purpose of encouraging employees to obtain additional education to assist in their career development and to provide financial assistance to those who do so in accordance with this Policy.

2.00 This Policy applies to those employees who are on active employment as defined in Policy 8.14, Clause 2.00 at the beginning of the course(s) involved. If an employee voluntarily terminates his/her employment or is terminated for just cause prior to the completion of the course, that individual shall be liable to UWO for the full amount of tuition advanced.

3.00 For each full or half course taken for credit at UWO, the employee will be reimbursed the equivalent of the tuition fee for a basic undergraduate full or half course, whichever is applicable, in UWO’s Faculty of Arts. Supplementary expenses such as books, activity fees, and lab fees shall not be reimbursed. UWO may only refuse to grant an application for educational assistance under this clause in the circumstances set out in Clause 5.00. Notwithstanding the foregoing, employees who are registered as part-time graduate Masters students at the UWO will be eligible for financial assistance for tuition per term based on the pertinent part-time Masters graduate tuition fee of a typical Masters graduate program in the Faculty of Arts for the expected duration of the program, up to a maximum of four years.

4.00 Employees shall be eligible for assistance for courses taken at institutions other than the UWO and/or non-credit courses at UWO in accordance with this Policy. The course(s) must be related to the present work duties or anticipated career plan for the individual within UWO. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded. Reimbursement will be on the basis of the tuition fee (not supplementary expenses, such as books, activity fees or lab fees) of each course to a maximum of the basic undergraduate tuition cost of two full Faculty of Arts courses at UWO per year, with the year running from June 1 to May 31. The end of the course (the last day of classes or exam date whichever is later) shall determine the year to which the course is credited. The Supervisor/Budget Unit Head shall determine whether an application under this clause will be approved.

5.00 Courses shall not be taken during normal working hours unless the Supervisor and/or Budget Unit Head (or designate) agrees to it. The parties agree that the operational needs of the unit shall be pre-eminent in deciding whether to permit an employee to take a course during working hours. Should permission be granted under this clause, alternate working hours will be arranged. The Supervisor/Budget Unit Head shall respond in writing to any such request.
6.00 Applications for Educational Assistance shall be made available to employees by Human Resources. Employees shall forward their applications to Human Resources for consideration in accordance with this Policy. Employees shall be advised in writing as soon as possible whether their application has been approved or denied.

7.00 Reimbursement shall be by direct payment to the employee after proof that the course was passed and the registration fee bill, with proof of payment, has been provided to Human Resources, unless the fees are paid in advance in accordance with Clause 8.00 or 9.00.

8.00 Where an employee has completed and passed a course for credit at UWO under the Educational Assistance Policy, the fees to be reimbursed under Clause 3.00 for all future UWO credit courses shall be paid in advance by UWO, subject in all cases to all other requirements of this Policy being met. If the registration fee is not paid by the employee, or the course is not completed or passed, the funds advanced for the course shall be repaid in equal monthly installments by payroll deductions as agreed by UWO and the employee in advance. The requirement to repay may be waived in compelling circumstances, but on only one occasion per employee, and in such cases, this clause would not apply until the employee subsequently completes Clause 7.00 in respect to the next course for credit at UWO.

9.00 UWO may request that employees take certain courses of study which will be advantageous to both the employee and UWO. In such cases, if the employee consents, UWO shall bear the full cost of the courses, and will grant the employee sufficient time away from normal duties to pursue the course of study, and such time shall be treated as straight time worked to be compensated at the regular rate of pay or equivalent straight time off. Such arrangements must be recorded in writing and agreed to by both parties before the course is taken.

10.00 A professional development subsidy of $300 per year will be available to Select Administrative Group Employees on January 1st of each year. Such monies may be used for courses, computer software, printed materials, travel. A completed SAGE Professional Allowance form available from Financial Services and original receipts must be submitted for reimbursement.