

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Human Resources

1.3.5

TITLE: EDUCATION AND STUDY ASSISTANCE

ADOPTED: OMC 20 July 1999 - Pages 21 - 23

REVIEWED: OMC 10 June 2003 – Pages 20 – 24
OMC 19 March 2009 – Pages 26 – 31
OMC 15 March 2012 – Pages 96 – 103
OMC 27 March 2014 – Pages 94 - 99

**ASSOCIATED
LEGISLATION:**

**ASSOCIATED
DOCUMENTS:**

**REVIEW
RESPONSIBILITY:** Manager Human Resources

DELEGATION:

Previous Policy Number 2.2.3

Objective:

To encourage undergraduate studies for employees in courses relevant to the Council and to Local Government.

Definitions:

Nil

Policy:

Employees may be assisted to undertake courses of study at University and Technical Colleges, and other accredited institutions or private organisations. The prerequisites for assistance are that the course(s) complement the Council's goals and strategies, and are relevant to the disciplines of the particular employee.

Guidelines

1. Eligibility for Assistance

To be considered for assistance employees need to satisfy the following criteria:

- 1.1 Courses shall be such that they will improve employees' qualifications and be appropriate to current position or advancement, as determined by the relevant Senior Manager.
- 1.2 Employment must be of a permanent status.
- 1.3 The subjects involved shall not be repeat subjects; any repeat subjects must normally be completed in own time, although submissions for time

off for repeat subjects without pay or with such time to be made up, will be considered on merit.

2 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. Study time for examinations may also be granted of one day per unit.

3 Reimbursement of Fees

An employee who undertakes an approved course 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.

Expenditure for books, stationery, equipment, parking and travel are not reimbursed. Such expenses may be eligible deductions for taxation purposes. Please refer to the Australian Taxation Office Tax Pack.

Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the school or examining authority concerned, indicating passes in the subjects for which the claim is made.

4. Continuity

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

5. Withdrawal of Support for Unsatisfactory Progress

Support may be withdrawn subject to:-

- 5.1 Review of semester results
- 5.2 Behaviour and progress of the employee
- 5.3 The educational requirements of the university
- 5.4 Repeated subject failures associated with any study course
- 5.5 Council's terms and conditions of employment/award

6. Promotion

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification or grading. Advancement will be made in accordance with Award, Contract or performance review.

7. Approval Procedure

The Senior Manager will review applications as they are received and make a recommendation to the Chief Executive Officer for approval.

Responsibility

Each individual staff member is required to ensure that eligibility is maintained. The Senior Manager must ensure that this procedure is adhered to.