

Tuition Fees Reimbursement

Eligibility

All permanent employees who have successfully completed their probationary period with the Sylvan Lake Municipal Library shall be eligible to participate in the staff development tuition reimbursement program.

Purpose

To provide staff members with opportunities for career development by providing financial assistance to employees who are enrolled in a post-secondary program of study leading to a college diploma, university degree or professional certificate. Coursework must support the current role of the employee with the Sylvan Lake Municipal Library.

A. Provisions

To access tuition reimbursement, a staff member must have notified the Director or the Assistant Director, in writing, the course they wish to enroll in and how it pertains to their current position. Courses should be taken on the staff member's own time outside of normal working hours. To qualify for reimbursement, the employee must achieve a final grade of 80% or higher.

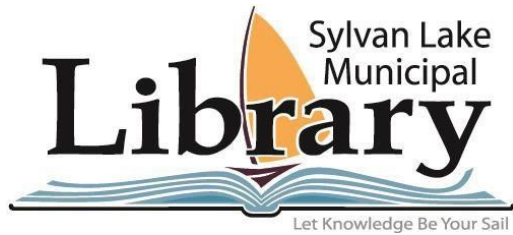
B. Tuition Reimbursement

The Sylvan Lake Municipal Library shall reimburse the employee **up to 40%** of the cost of tuition based on availability of budgeted funds. If more than one employee is requesting reimbursement and funds are restricted, seniority will be taken into consideration. The staff member is required to maintain employment with the Sylvan Lake Municipal Library for a minimum of 24 months following the completion of final coursework.

Where the employee voluntarily resigns from the Sylvan Lake Municipal Library, the employee agrees to reimburse the library for Tuition Fees paid by the library within 24 months of the course completion date.

Repayment is prorated:

75% if the employee leaves before 12 months less a day.

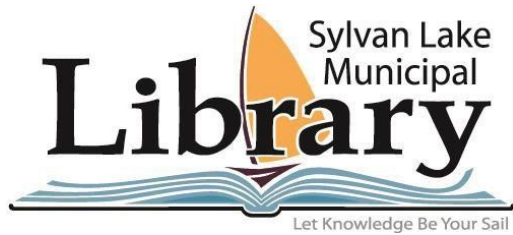


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50% if the employee leaves from 12-18 months less a day.

25% if the employee leaves 18-24 months less a day.

0% if the employee leaves after 24 months.



Tuition Fees Reimbursement Tuition Reimbursement Contract

{To be completed by the employee requesting tuition reimbursement}

Date: _____

Employee Name: _____

Signature: _____

Professional Institute, College, or University:

Name of Course: _____

How does this course enhance or support to your position with the Sylvan Lake Municipal Library?

Start Date of Course: _____

End Date of Course: _____

Total Cost of Course: _____

Approved by: _____ Position: _____

Date: _____