

KINGSTON, FRONTENAC AND LENNOX & ADDINGTON PUBLIC HEALTH

BY-LAW, POLICY & PROCEDURE MANUAL

POLICY: PERSONNEL

APPROVED BY:

NUMBER: **IV-350**

DATE: 28 May 2014

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**SUPPORT FOR EMPLOYEES UNDERTAKING ADDITIONAL EDUCATIONAL
QUALIFICATIONS**

Purpose

To encourage and support staff in their efforts to engage in educational endeavours to broaden their knowledge and skill base in areas of value to KFL&A Public Health.

Policy

KFL&A Public Health may provide support and assistance to regular full-time employees and regular part-time employees on a pro rata basis, who enrol in an educational course which is job related and will serve to enhance organizational capability, with the following conditions:

- (a) the course will provide additional knowledge and skills that will assist KFL&A Public Health in achieving its goals,
- (b) the employee has fulfilled a minimum of three years of service and has demonstrated commitment to the organization,
- (c) the employee has obtained written approval from their immediate supervisor prior to the commencement of the course,
- (d) the employee successfully completes the course,
- (e) the employee commits to work for one full year following the completion of the course or agrees to reimburse KFL&A Public Health, and
- (f) sufficient funds are available.

Support may include one of: reimbursement for tuition; or payment of regular wages for time off to attend classes, seminars and write exams or to complete a practicum.

Employees are eligible for two approved requests for support every five years.

ORIGINAL DATE:

1 October 1990

REVISIONS:

25 April 1994

17 December 1999

23 May 2007

24 November 2010