



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AB0120: Educational Reimbursement

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the financial benefits available from the Department for Employees who are pursuing educational and developmental opportunities.

2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions will apply:

“Department” means the West Vancouver Police Department.

“Employee” means any permanent full-time Employee of the Board.

“HR Manager” means the Human Resources Records & Disclosure Manager of the Department.

“Supervisor” means a Member promoted to, or acting in, the rank of Corporal or above.

3.0 POLICY

- 3.1 The Department recognizes the necessity for maintaining effective training and development programs for Employees at all levels in the organization. Employees are encouraged to identify and participate in educational and developmental opportunities which benefit both the Employee and Department.
- 3.2 The Department will maintain an educational fund and reimbursement program to assist Employees financially in their pursuit of educational and developmental opportunities that focus on the development of the Employee and benefit both the Employee and the Department. Benefits from the fund are available each calendar year to the extent approved in the Board’s operating budget.

Educational Reimbursement

4.0 PROCEDURES

General

- 4.1 The Educational Reimbursement policy does not apply to formal training required by the Department, such as attendance at the JIBC, Canadian Police College, etc., but to additional education identified by Employees who wish to upgrade their skills.
- 4.2 The Educational Reimbursement policy and procedures contained herein apply only to an Employee who voluntarily participates in a course which meets the policy requirements, on their own time (off-duty) or as otherwise provided (education leave). The opportunities provided by this policy are available to all permanent full-time employees of the Department, but are subject to approval by the Sgt i/c Recruiting and Staff Development or HR Manager when required.
- 4.3 Reimbursement will only be applied to tuition fees. Costs of textbooks and other materials will not be covered. Approved courses and any benefit paid must be concluded in the same calendar year.
- 4.4 No Employee will receive financial assistance from any internal or external source which would result in the total financial assistance being greater than 100% of course tuition.
- 4.5 All requests for reimbursement must be submitted via the Training & Development Pre-Approval Form prior to registration.

Eligible Courses

- 4.6 Courses eligible for reimbursement must meet the following criteria:
 - a) focus on the professional development of the Employee;
 - b) be a benefit to the Employee and the Department. In determining whether a course is a benefit of the Department, the Employee's current work assignment will be considered;
 - c) be from an accredited institution; and
 - d) be completed successfully, including an assessment component.
- 4.7 As a general rule, no more than two courses per semester will be approved for reimbursement.
- 4.8 Challenge courses will not qualify under this policy.

Educational Reimbursement

- 4.9 Non-credit courses generally will not be recognized for reimbursement, with the exception of Occupational First Aid (Levels I, II & III).

Application Procedure – Courses up to and Including \$700

- 4.10 To be eligible for reimbursement for courses up to \$700, an Employee will submit a completed Training and Development Pre-Approval Form (available on the Department Intranet) to their Supervisor seeking pre-authorization, identifying the course, institution, dates, tuition fees and any explanation deemed pertinent (prior to registering for the course).
- 4.11 The Employee's Supervisor will review the submission and determine whether the course is eligible for reimbursement. If the applicant's Supervisor provides initial authorization, the applicant's submission will be forwarded to the Sgt i/c Recruiting and Staff Development for final approval. The applicant will be advised whether or not the course has been approved for reimbursement and will be provided with any reasons for denial. If the course is not approved, the Employee may appeal the decision with the HR Manager, via email.
- 4.12 The course will be paid for in advance by the Employee and, upon successful completion, the Employee will be reimbursed at the end of the year based on a pro-rated division of the Department's education budget among all the courses taken during that year.

Application Procedure – Courses Exceeding \$700

- 4.13 To be eligible for reimbursement for courses exceeding \$700, an Employee will submit a completed Training and Development Pre-Approval Form as outlined in Sec 4.10, however the HR Manager or designate will be responsible for final approval.
- 4.14 At the end of each calendar year any money remaining in the Education Fund will be distributed on a pro-rated basis between all eligible courses in the amount that exceeded \$700.

Service Commitment

- 4.15 Employees not remaining with the Department for the time frames noted below after completion of the course(s), will be required to repay the Department for the course fees on a pro-rated basis. Service commitment does not accumulate consecutively, the maximum being two years.

Cost of Course Fees	Length of Service
Under \$200	Six (6) Months
\$200 - \$700	One (1) Year
Over \$700	Two (2) Years

Educational Reimbursement

Administration

- 4.16 A copy of all records received related to the education taken, including course pre-approval, proof of successful completion and costs/reimbursement will be maintained in the Employee's personnel file.

Revised: November 1999	
Date Approved: WVPD Executive: 2016-03-15 Policy & Procedure Comm.: 2016-04-04 Police Board: 2016-04-27	Date Published: