

# **KINGSTON POLICE SERVICES BOARD TUITION REIMBURSEMENT POLICY**

## **1. INTRODUCTION**

1. The Kingston Police Services Board recognizes the importance of having an organizational culture that encourages employees to learn and develop professionally and provides them with development opportunities consistent with career aspirations, organizational needs, and resources.
2. The Board wishes to support those individuals who, on their own time and initiative, undertake a course of study related to policing that enhances their professional development and educational qualifications and thereby enriches the learning culture of the Kingston Police.
3. Policy requirements set out herein shall form part of the Kingston Police Services Board Policy Manual, and the Chief of Police shall comply with these requirements in directing the Kingston Police.

## **2. APPLICATION**

1. This policy applies to all full-time (permanent) employees of the Kingston Police who have completed their probationary period and who undertake courses of study that are related or beneficial to the police service and enhance their academic or practical qualifications related to their employment with the Kingston Police.
2. To be approved for final payment, employees must remain actively employed throughout the duration of the course of study, with the exception of an approved maternity/parental leave period or other leave as approved by the Chief of Police.
3. This policy does not apply to training or other required courses approved by the Kingston Police.

## **3. GENERAL**

1. The Board shall provide funds for tuition reimbursement annually to the Kingston Police to a maximum as determined during the annual budgeting process.
2. The Chief of Police shall evaluate requests for tuition reimbursement in accordance with this policy and the funds allocated to this purpose within the annual operating budget of the Kingston Police.
3. The maximum allowable request per year per employee shall be \$2,000 for a single tuition request or \$2,000 for multiple requests from an individual employee within a fiscal year.
4. Should eligible requests exceed the budgeted maximum for the fiscal year in question, reimbursement will be prorated based on the total number of requests received, subject to such limits and criteria as set out herein, including the maximum allowable request of \$2,000 per course or \$2,000 per individual employee.

5. Where approval is granted for reimbursement, it shall be for tuition costs only. Ancillary costs (e.g., books, supplies, equipment, registration or exam fees, travel, meals, etc.) shall remain the sole responsibility of the employee.

6. In addition to the foregoing, any approvals are based on the understanding that an employee's attendance at an approved course shall require no absence from duty. Self-funded leaves are subject to operational and organizational requirements.

7. Tuition reimbursement approved by the Chief of Police shall be less any financial assistance anticipated or received by the employee from any other source.

#### **4. GUIDELINES**

1. The Chief of Police shall ensure that operational procedures are in place for the consideration of employee requests for tuition reimbursement.

2. The Chief of Police shall ensure that appropriate accounting and audit systems are in place to protect the integrity of the tuition reimbursement funds and, upon the request of the Board, shall report on the cumulative amount of tuition reimbursements approved to date in the current fiscal year and the balance of funds remaining in the operating budget for tuition reimbursement.

3. All requests for tuition reimbursement must be made in writing in advance of the commencement of a course to the Chief of Police, who will decide on whether the course is related or beneficial to the Kingston Police and whether successful completion of the course would upgrade the member's educational and practical qualifications.

4. In their written submission to the Chief of Police, employees seeking tuition reimbursement shall outline the relevance of the course to their current duties, responsibilities, and career goals; the intended benefit to the organization; the tuition cost; the expected completion date; and whether financial assistance is being received or expected from any other source. Requests shall also comply with all other procedural requirements as determined by the Chief of Police.

5. Once an employee has completed a course approved for reimbursement, a transcript confirming the successful completion of the course must be provided to the Chief of Police, as well as an official receipt from the educational institution confirming the tuition paid.

6. In the event that several requests for tuition reimbursement are received with an anticipated course completion date within the same fiscal year, any reimbursement of approved requests will take place in December of that year to allow for any necessary prorating.

7. Employees shall inform the Chief of Police, in writing, should any financial assistance be received at any time from other sources.

8. Recipients of financial support shall only use funds for the purpose as approved herein.

9. Recipients of financial support shall comply with any requirements pursuant to the *Income Tax Act* regarding the reporting of such support as income if claiming a tuition tax credit.

ADOPTED AND PASSED by the Kingston Police Services Board this 16th day of November, 2006, by Resolution No. 06-67.