



YOUNG SHIRE COUNCIL

EDUCATION/STUDY ASSISTANCE POLICY

NO 41

DATE ADOPTED: 21/8/13

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BACKGROUND

Council encourages workers in their efforts towards self development. The goal is to assist workers to further their knowledge and skills thereby improving the workers' competence in their respective positions enhancing their on-the-job performance and promotion potential and consequently their self esteem and value to the organisation. Training and development activities will be provided on the basis of mutual benefit to the organisation and its workers.

Council will provide educational assistance under the following categories:

1 FULLY ASSISTED WORKERS

Trainees and other workers who are required by Council to attend an approved course on a part-time basis, where Council has deemed the course to be of direct benefit to the operations of the relevant Department and to the worker achieving increased efficiency in the work functions being performed. Approval must be gained from the relevant Director.

Under this category the following assistance will be provided:

Course fees paid by Council
Paid leave to attend necessary classes/residential school
Worker to meet all costs of retaking a subject
If RDO clashes with course activity RDO is forfeited

2 PARTLY ASSISTED WORKERS

Workers may attend an approved course which is related to their current job status/position, on a part-time basis to further their personal career goals. Assistance will only be granted where the course being undertaken will be of benefit to Council. Workers undertaking post-graduate studies (Graduate Certificate, Masters, Phd, 2nd Degree etc) will only be partly assisted and then only if the study is directly related to their current position.

Under this category the following assistance will be provided:

Council pay course fees upfront, the worker then repays the full fees over the course of the semester by payroll deduction.

Upon successful completion of all units for the semester Council then reimburses the worker half the course fee.

For residential schools Council provide paid leave up to a maximum of 10 days per annum.

All leave required to re-take a subject is to be from accrued holiday leave.

If the same subject is failed twice ongoing assistance will be subject to re-application and approval by the relevant Director.

Should the person chose to be an Employee of Young Shire Council during the semester Council will seek reimbursement of 50% of upfront fees paid by way of grand debtor.

Date Adopted: 19.07.06
Date Amended: 15.07.09
Date Amended: 21.08.13

Resolution No. 235/06
Resolution No. 195/09
Resolution No. 320/13