

## POLICY



CP ID: OS  
Date Adopted: 13/03/2007  
File No: 128809-2  
Minute Number: 75/2007

**Department:** ORGANISATIONAL SERVICES  
**Branch:** HUMAN RESOURCE SERVICES  
**Policy Title:** STUDY ASSISTANCE FOR EMPLOYEES  
**Policy Objective:** To provide guidance to employees when making application for study assistance.

**Policy Criteria:**

To promote the professional development of the Council's employees, which forms an integral component of the Council's employee development policy.

**Policy Administrative Procedure:**

The following procedure is to be undertaken for this Policy:

1. Introduction

- (a) The Council supports the professional development of its employees and this Study Assistance Policy is an integral component of the Council's employee development strategy.
- (b) The Council's Study Assistance Policy is a generous one, providing above award benefits. Of course, these benefits need to be linked to the potential return for the Council's ratepayers on their investment in the development of employees.

2. Assistance Provided

A summary of the criteria and assistance provided under this Policy is detailed on page three of this Policy.

3. Applications

All applications for study assistance are to be submitted on the Council's "Application for Study Assistance Form", a copy of which is available from the Council's Human Resource Services Branch (extension 5486). The Deputy Chief Executive Officer - Organisational Services will make the final determination on study assistance requests that fall directly in line with this Policy. Other requests will be referred to the Strategy Leadership Performance Team (SLPT) for determination.

4. Deferral of Study

Any beneficiary of the Study Assistance Policy who does not undertake study in a twelve (12) month period following approval of their request, will be issued with a letter asking them to show cause why the study assistance should continue. If no response is received, or if the response is not deemed acceptable, then the employee will be required to re-apply for study assistance when he or she recommences their studies (and the study assistance conditions applying at that time will apply).

5. Enquiries

Enquiries regarding the Council's Study Assistance Policy should be directed to the Training Development Co-ordinator (extension 5486).

## STUDY POLICY SUMMARY

| LEVEL | CRITERIA   | ASSISTANCE PROVIDED  |
|-------|--|--|
| A     | Where the course of study is a condition of employment.  | <ul style="list-style-type: none"> <li>All compulsory fees (including student service fees, field trips and HECS) paid up front but only once per subject.</li> <li>All compulsory book purchases <sup>*1</sup>.</li> <li>Study leave <sup>*2</sup>.</li> </ul>                    |
| B     | Where the study relates to a first qualification and the course is relevant to the employee's current job. Relevance will be assessed with reference to the selection criteria in the position description for the employee's current (a) position and where (b) gaining of qualifications will enable the incumbent to progress on the graduate scale under the relevant award (if applicable). | <ul style="list-style-type: none"> <li>Student service fees paid on successful completion of a unit of study.</li> <li>Study Leave <sup>*2</sup>.</li> <li>Qualification incentive bonus payment - maximum \$250 per subject on application after passing each subject.</li> </ul> |
| C     | Subsequent qualifications which are relevant to the employee's current position. Relevance will be determined with reference to selection criteria contained in the employee's position description. Application for masters qualifications will only be considered from employees at Level 6 and above (other than in extenuating circumstances as determined by the SLPT.)                     | <ul style="list-style-type: none"> <li>As above but qualifications incentive bonus payment - maximum of \$200 per subject on application after passing each subject.</li> <li>Student Service fees etc.</li> <li>Study Leave <sup>*2</sup>.</li> </ul>                             |
| D     | Study which has relevance to the Council's operations and the potential future career opportunities that may arise for the employee in the Council. Support will be required from the employees' Deputy Chief Executive Officer and the Deputy Chief Executive Officer responsible for the area where the future career opportunity may arise.   | <ul style="list-style-type: none"> <li>Student service fees paid on successful completion of a unit of study.</li> <li>Study Leave <sup>*2</sup>.</li> </ul>   |

## \*1 Compulsory Book Purchase

Students are to initially check that text books required for study are not already held in the Corporate Library prior to undertaking any purchase of listed text books. If purchase is required, then this must be through the Corporate Library and the book will then be booked out to the employee for the duration of the semester. Compulsory book costs are paid on the understanding that books purchased with the Council's funds remain the Council's property and are to be returned to the Corporate Library when the subject is completed.

## \*2 Study Leave

Leave to attend normally scheduled class lectures of up to five hours per week, or scheduled residential study courses of up to one (1) week per semester subject to approval of attendance by the appropriate manager or Deputy Chief Executive Officer, provided such approval shall not be unreasonably withheld.