



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

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| <b>SUBJECT:</b><br>CONTINUING EDUCATION<br>REIMBURSEMENT | <b>NUMBER:</b><br>PSB003  |
| <b>ORIGINATING DATE:</b><br>June 24, 2001                | <b>REVISED DATES:</b><br>March 16, 2005<br>February 8, 2010<br>April 9, 2014<br>January 19, 2023<br>December 17, 2025 |
| <b>REPORTING REQUIREMENTS:</b><br>Annually               |   |

### 1.0 **GENERAL**

- 1.1 This policy pertains to member initiated educational or training course costs only.
- 1.2 The Greater Sudbury Police Service is committed to and encourages members to further their educational standing relative to their career with the Service.
- 1.3 Attendance of members at any approved educational or training course initiated by the Service shall not result in any expense to the member.
- 1.4 To qualify for consideration for tuition reimbursement, the member must be a permanent full-time member or a part time member that meets the following criteria:
  - a. Has been employed with the Service for a minimum of three (3) years; and
  - b. Regularly works a minimum of twenty-four (24) hours per week.
- 1.5 The Board shall provide funds annually in the Service's budget for the purpose of tuition reimbursement.
- 1.6 Requests for reimbursement shall be evaluated and considered by the Board once annually during the month of December in the context of available financial resources. In considering such requests, priority shall be given to courses which directly benefit the Service.

- 1.7 All recommendations for approval shall be at the sole discretion of the Board.
- 1.8 Should a member terminate their employment with the Greater Sudbury Police Service within thirty-six (36) months of course completion, the member shall be required to re-pay the reimbursed fees received during the final thirty-six (36) months of employment with the Service to the Board.

## **2.0 WHERE APPROVED**

- 2.1 Tuition reimbursement shall be granted for tuition costs less any financial assistance the member will receive from any other source.
- 2.2 Tuition reimbursement shall apply for instruction charges for each course, as well as Registration Fee, Laboratory Fee or other fees directly related to each course as indicated in official announcements or bulletins and actually paid by the member.
- 2.3 Activity or health fees, cost of books, supplies or equipment, lodging, meals, travel expenses and similar costs shall not be considered for subsidy.
- 2.4 Costs shall be reimbursed to a maximum of \$600.00 per course for a maximum of two courses per year, per member.
- 2.5 Total reimbursement to a member shall not exceed \$1200.00 per year, unless otherwise authorized by the Board.
- 2.6 Tuition reimbursement shall be authorized when a member provides satisfactory evidence of passing the course or of attending at least seventy-five (75%) percent of the total lectures should a course not involve an examination.
- 2.7 Amounts reimbursed shall be processed through the payroll system.
- 2.8 Reimbursement for courses which fall into the following categories shall be processed as a non-taxable benefit:
  - a. The course is specific employment-related training, and the intent is to maintain or upgrade employment-related skills; or
  - b. The course is general employment-related training that will benefit the Police Service.
- 2.9 Courses that are personal interest in nature shall be processed as a taxable benefit.

**3.0 PROCEDURES:**

- 3.1 The Chief of Police shall establish procedures that are consistent with this policy.
- 3.2 Where Board staff (i.e., the Board Administrator) is approved for continuing education, they shall follow the same procedure for seeking approval. Approval for continuing education for Board staff will be granted solely by the Board.