

[Return to Policies](#)

<p>Human Resources Policies Tuition Reimbursement</p> <p>Category: <b>Employee Development</b></p>	
--	--

**Policy Statement**

The City of Toronto is committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service to the public. The City is also committed to ensuring that employees have opportunities to upgrade their knowledge and skills so they can perform their jobs effectively. In support of this objective the City provides tuition assistance to employees who wish to improve their competencies.

**Application**

All permanent full-time and part-time employees, and full-time temporary employees with one year's service.

**Definitions**

Work related training/development: this applies to courses other than those offered internally by the City that:

- provide skills and/or knowledge relevant to an employee's current position in the organization OR
- provide skills and/or knowledge relevant to an employee's current or future position at the City in an employee's current or related field of work.

**Conditions**

The request for tuition reimbursement must be initiated by the employee.

Employees must attend courses on non-work time.

The course(s) requested must be work-related and consistent with the employee's career plans as discussed with their manager.

Courses must be delivered by a provincially recognized institution (colleges, universities, business or technical schools).

Classroom programs, distance learning, and correspondence courses are acceptable.

Reimbursement is limited to 75 percent of the total cost of tuition. Course materials, including books, exam fees, parking fees, etc., will not be reimbursed.

Tuition reimbursement is limited to a maximum of \$1,000.00 (Canadian) per year per employee. The actual amount any one individual may receive will be based on the available budget, divisional business priorities, the principle of equitable access to available funds and anticipated demand.

Requests for tuition reimbursement must be approved by the Executive Director, General Manager, Division Head or designate of the employee's division.

## Implementation

Funds for tuition reimbursement are budgeted by each division to meet the continuous learning needs of its employees.

Standard application forms must be completed and submitted for approval to the appropriate Executive Director, General Manager, Division Head or designate in the employee's division. The form requires employees to include a description of how the course content contributes to their knowledge, competence, and/or career development plans. The form must be signed by the appropriate Executive Director, General Manager, Division Head or designate(s) to ensure that (1) divisional funds are available and (2) the request reflects the employee's performance development goals.

Employees must receive approval for a course before enrolling in order to be reimbursed.

To be reimbursed, employees are required to submit to their divisional administration contact, proof of attendance, a receipt for payment of tuition and evidence of successful completion, i.e., passing grade of the course in order to be reimbursed. The institution providing the course determines a passing grade.

## Responsibility

Executive directors, general managers, division heads or designate.

## Approved by

City of Toronto Council

## Date Approved

April 13, 1999

07/04/2000

## Related Information

[Tuition Reimbursement Form](#)



[Go back](#)