



AB23

EDUCATION

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Effective Date: 01 January 1996
Revised Date: 14 March 2012
Last Reviewed Date: 09 August 2016

POLICY

1. The Delta Police Department (“Department”) supports on-going learning and development for our full time employees. All full time employees are encouraged to participate in educational programs relevant to their professional/career development.

REASON FOR POLICY

2. To describe the educational benefits for employees and the process for applying for course reimbursement.

PROCEDURES

3. The Department annually budgets monies to financially assist full time employees who are interested in furthering their education by taking work-related academic training.
4. Applications from full time employees will be considered based on the eligibility criteria set out below and subject to budgetary constraints.
5. The Inspector of Human Resources and Administration will determine which courses will materially benefit either the Department and/or the employee concerned.
6. Employees seeking funding reimbursement from the Department for their courses must receive approval from the Administration Branch prior to enrollment in the course. Employees must complete the *Application for Course Reimbursement – Police Education Fund*. All relevant details of the course must be submitted in this application. Applications are to be submitted to the Inspector of Human Resources and Administration. The applicant will be advised if the course is considered suitable for funding assistance.



7. Expenses eligible for funding reimbursement under this program will include actual tuition costs. Funding will not be provided for any other costs such as textbooks or travel. In no instance will reimbursement exceed more than the tuition for the course.
8. Employees are completely responsible for course registration and making all the necessary arrangements for attending the course.
9. Upon successful completion of the course, the employee must submit the original tuition receipt as well as the transcript indicating the final assigned grade. If the course is structured such that no final grade is awarded, a letter must be included from the course instructor/administrator indicating that the course was successfully completed.
10. In the event that budgetary limitations preclude approval of all requests, first consideration will be given to individuals who have not previously received funding reimbursement.