

POLICY NO.	A.3
POLICY SUBJECT	Staff – Tertiary Study
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Council will provide assistance to staff who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within Local Government.
2. Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from Council will not be provided unless the course has been approved as being relevant, in writing, by the Chief Executive Officer and funds being available.
3. Council will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
4. Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
5. Accommodation and meals will not be the responsibility of the Shire whilst undertaking an intensive course.
6. For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
7. Applications by the CEO under the terms of this Policy will be determined by Council. Applications from any other staff member will be determined by the CEO.