



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 7.0 EMPLOYEE DEVELOPMENT

#### 7.03 TUITION AND BOOK REIMBURSEMENT

##### **Purpose**

To support continuous professional development through financial support of post-secondary tuition and books leading to a certificate, diploma, degree or other professional certification that relates to enhancing knowledge in the following areas: access to information and protection of privacy; IT skills; negotiation, conflict resolution, and commission skills; human resource skills and interpersonal skills, ; information security, and records management; and general administration, financial and/or accounting skills.

##### **Application**

All Information and Privacy Commissioner (IPC) employees.

##### **Policy**

An employee or supervisor may identify post-secondary educational program(s) which lead to a certificate, diploma, degree or other professional certification from an accredited post-secondary institution which is related to enhancing knowledge or skills in the above referred to areas. Financial support for tuition and book reimbursement may be offered dependent upon the IPC's existing or anticipated needs, and the employee's specific career goals and job-related needs provided the course or program is related to the above referred to areas.

The Commissioner may approve up to 100% cost reimbursement to employees prior to commencement of approved courses and programs. Supervisors are responsible for determining and recommending the level of organizational support using the IPC's [Guidelines for Tuition and Book Reimbursement](#). Financial support can include full or partial expenses for tuition, books (including course specific software) and examination fees for approved courses. Employees should allow at least 30 days prior to the start of a course to ensure adequate time for processing of approvals and requested reimbursement using the [Request for Payment form](#).

An employee who is provided reimbursement under this policy shall be required to sign a [promissory note](#) as part of the approval process.

The employee will agree to reimburse the IPC for the financial support provided if the employee does not successfully complete any funded course in their program of study or for any reason the employee ceases to be an employee of the IPC prior to successful completion of a funded course. The employee must provide proof of successful completion to the Executive Director of Corporate Services upon successful completion of each funded course in the program of study.

The Commissioner may waive the requirement of the promissory note in instances where extenuating events have prevented the employee from successfully completing their funded course.

An employee shall be required, as part of the promissory note, to sign a [Return to Service Agreement](#) to which the employee shall agree to remain in the employ of the IPC for a predetermined period from program completion date or the conferment of the degree/certificate/diploma. The duration of the return to service agreement shall be dependent on the level of financial support and the length of the supported program. (General guidelines: employees will be asked for "half-service" or half the time to complete a standard program i.e. for a two year program, an employee will be asked to remain with the IPC for one year.)

An exception to the above is the requirement of Analysts and Intake Officers to complete the Information Access and Protection of Privacy five course certificate program from the University of Alberta as a condition of their employment. As such they will not be required to sign a promissory note as part of the approval process.

**Note:** for more information, please see the IPC Guidelines for Policy 7.03 Tuition and Book Reimbursement.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

Saskatchewan Public Service Human Resource Manual: Section 901

Legislative Assembly Service Human Resource Policy 7.3

IPC Guidelines for Policy 7.03 Tuition and Book Reimbursement