



Newfoundland &  
Labrador

## HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

### DIRECTIVE

Directive Number: 2011-002

<b>Effective Date:</b> March 31, 2011	<b>Commission Minute:</b> CM 2011-005
<b>Subject:</b> Tuition Assistance Program for the House of Assembly and Statutory Offices – Revised March 2011	<b>Reference:</b> HOAMC Meeting: March 23, 2011 Agenda Item: Tab # 2
<b>Issued To:</b> All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	<b>Contact:</b> Marlene Lambe Chief Financial Officer 729 – 2923

### BACKGROUND

At its June 4, 2008 meeting, the Management Commission approved the Tuition Assistance Program for the House of Assembly and Statutory Offices. **CM 2008-060 refers.** Constituency Assistants having two or more years of service were also eligible under the program.

At its March 23, 2011 meeting, the Commission adopted the Professional Development Policy for Constituency Assistants dated March 2011. **CM 2011-004 refers.** The Policy establishes detailed criteria for the professional development of Constituency Assistants and clarifies the provision included in paragraph 24(f) of the *Members' Resources and Allowances Rules*. The Tuition Assistance Program dated June 2008, requires an amendment to exclude Constituency Assistants as they are now covered under the new policy.

### DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to the Eligibility provision of the Tuition Assistance Program for the Legislature:

“Employees with full-time or part-time permanent employment status or contractual employees, excluding constituency assistants, who have been employed with the Legislature for a minimum of two years, are eligible for assistance under this program. Temporary employees with five or more continuous years of service are also eligible. Constituency assistants are covered under the Professional Development Policy for Constituency Assistants, March 2011.”

William MacKenzie

Clerk of the House of Assembly



**HOUSE OF ASSEMBLY**

**Tuition Assistance Program  
for the  
House of Assembly and Statutory Offices**

**Revised March 2011**

## **Program Description**

This program is intended to provide assistance to employees who participate in post-secondary or college courses due to a management request related to targeted competency development (e.g., succession planning, hard to fill positions, etc). Employees may also voluntarily request assistance to participate in post-secondary and college courses if the course content is related to organizational or employer goals.

Employees may request consideration of a wide range of educational options offered through accredited post-secondary institutions and colleges in the province. Courses from accredited post-secondary institutions and colleges outside of the province may be considered as well.

The primary focus in approving tuition assistance will be the relevance of educational courses in assisting respective offices of the Legislature in achieving their strategic objectives. Assistance is limited to 50 percent reimbursement of tuition fees only. Approvals to participate in the Tuition Assistance Program are limited to the fiscal year framework of the Legislature.

## **Eligibility**

Employees with full-time or part-time permanent employment status or contractual employees, excluding constituency assistants, who have been employed with the Legislature for a minimum of two years, are eligible for assistance under this program. Temporary employees with five or more continuous years of service are also eligible. Constituency assistants are covered under the Professional Development Policy for Constituency Assistants, March 2011.

## **Applications for the Tuition Assistance Program**

Employees wishing to submit a request for tuition assistance are required to complete and submit an application form (see attached document) to the Clerk. The application form may be obtained from the Manager, Human Resources Services and Payroll Administration.

The completed application form must be submitted in advance of course registration to allow for due consideration. A copy of the completed form will be returned to the employee indicating approval or non-approval.

## **Application Approval Process**

Applications must meet the following criteria for approval:

- The employee must have on file, with the Manager, Human Resources Services and Payroll Administration, a completed Learning Plan form. (See attached).
- The application must be approved by the employee's immediate supervisor and the Clerk.
- The courses(s) must assist the respective Legislature office in achieving its organizational goals.

Tuition assistance will be provided based on the degree of course relevance/practicality with the strategic goals of the organization; the ability of the employee's division to effectively address operational requirements should the employee be absent as a result of the learning activity; the employee's demonstrated success in past educational experiences; and the level of tuition assistance being requested.

## **Tuition Reimbursement**

Employees are eligible for tuition assistance expenditures of up to 50% of the total tuition costs and up to a maximum of \$5000 annually. Expenditures over \$5000 annually will require the approval of the House of Assembly Management Commission.

All other educational requirements (e.g., registration, fee payment deadlines, books, laboratory fees, other learning and supportive materials, etc) are the responsibility of the employee.

Evidence of a passing grade and expense receipts should be submitted to the Manager, Human Resources Services and Payroll to verify successful completion of the course.

All tuition reimbursement will be paid through the Corporate and Members' Services Division. Upon verification of successful completion of the approved course(s), the Corporate and Members' Services Division will determine if the reimbursement represents a taxable benefit as per Canada Revenue Agency's *Employers' Guide: Taxable Benefits*, available at [www.cra.gc.ca](http://www.cra.gc.ca).

**Legislature Tuition Assistance Program**

**Application Form**

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**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Division/office:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

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**Employee:**

I hereby request educational assistance for enrollment in the Legislature Tuition Assistance Program. I understand that if my employment with the Legislature terminates (voluntarily or involuntarily) prior to course completion and tuition reimbursement, the agreed upon assistance will be my responsibility.

Course Title: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Educational Organization: \_\_\_\_\_

Course Duration (start/end dates): \_\_\_\_\_

Previous Tuition Assistance?                      Yes / No

If Yes, provide details (i.e., amounts and timeframes):

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## Legislature Tuition Assistance Program

Details of requested expenses (i.e., tuition):

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Reasons for course selection (i.e., describe how the course selection is relevant to the duties of your current work plan or to the strategic objectives of the organization).

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I agree to the terms/conditions as outlined in the Tuition Assistance Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Supervisor Comments and Recommendations:**

Please describe how the course selection supports the work plan or strategic objectives of the organization. Attach a supplementary document if necessary.

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**Legislature Tuition Assistance Program**

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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This is to certify that \_\_\_\_\_ has provided proof of successful completion of the course for which tuition assistance has been requested. A copy of this documentation is attached.

\_\_\_\_\_  
Manager, Human Resources Services  
and Payroll Administration

\_\_\_\_\_  
Date

**Legislature  
Tuition Assistance Program  
Individual Learning Plan**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Date Completed: \_\_\_\_\_

What is your learning goal?	
Why is it important to your position?	
How will you accomplish this goal?	
What are potential obstacles to learning and how will you handle them?	
How will you show that you have met your learning goal?	
What is the time frame involved in meeting your learning goal?	