**BELKIN HOUSE POLICIES & PROCEDURES**

**REVIEWED: JUNE 2017**

2.1.32 Education / Maintenance of Professional Credentials

Issued By: Executive Director

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**Education Requests**

As per THQ Operating Policy 3113, where a permanent employee wishes to undertake formal training or education, the following questions are to govern the Supervisor’s decision for recommendation, and the Executive Director’s decision to approve such training:

* Is the employee capable of benefiting from the proposed studies?
* Will the studies undertaken benefit the employer?
* Will the employee declare an intention of continuing service with their present Salvation Army employer, and agree to reimburse their present employer if employment is terminated at the volition of the employee within one year of completion of these studies?
* Is the employee's commitment to study in personal time sufficient to justify the use of Army time to enable the employee to reach specific educational goals?

Does the departmental and facility budget allow for the cost and have the operational capacity to release the employee for the period of time required for the education? Except where a collective or contractual agreement or an approved written policy is in place, the official Application for Education for employees is to be completed and forwarded to the Executive Director for approval.

Reimbursement for the cost of the approved education is to be on the following basis:

* Upon approval 75% of the cost
* Upon successful completion 25% of the cost.

**Professional Credentials**

All Employees requiring specific levels of education, certification or training as a condition of hire for their specific employment position will be expected and required to maintain those levels of education, certification or training at their own expense and on their own time.

The Executive Director may approve at his/her discretion, financial compensation for Employees to maintain those levels of education, certification or training. Approval will be based on the following:

* Operational requirements
* Financial capacity and approved budget of the respective Department
* Compliance with TSA Education policy as it may apply