

EMPLOYEE STUDY BURSARY POLICY

A crucial factor determining the success of the Employer is the expertise and proficiency of the people within the Municipality.

Where such study is related to the development plan of an employee and is likely to bring about improved performance and will therefore be beneficial to the Municipality, the Municipality will consider assisting employees to pay for their Courses through its Part-Time Study Bursary Scheme.

Principles:

A bursary shall only be granted:

- after a Developmental discussion between the employee and his immediate Superior
- Departmental Directors' recommendation for final approval to the Municipal Manager
- for qualifications and Institutions considered by the Municipality as reputable and such qualification is both to the business interest of the Municipality as well as the employee's development
- if the Municipality is in a financial position to offer such bursary

Financial Assistance:

Financial assistance will cover the following:

Tuition / Registration / Examination / Text Books Fees

Requirements:

- Employees will be expected to submit satisfactory evidence of enrolment for the Course in the subjects concerned and all tuition expenses necessarily incurred in connection with the Course.
- The said fees/bursary will be paid directly to the Institution.
- The said employee will sign an Agreement with the Employer, which inter alia state that:
 - after the Officer has completed the Course, the Officer undertakes that he/she will remain in the service of the Council for a continuous period equal to the number of months/years in respect of which Council paid all fees, provided that this continuous period does not exceed four (4) years full-time service

if/...

- if the Officer fails to fulfil the service obligation after completion of the Course or fails to complete the Course, the Officer shall repay to the Council the whole amount paid by it in respect of the Course over a period of twelve (12) months together with interest thereon at the then ruling prime rate per annum the Council may in its discretion permit the Officer to repeat at his/her own expense any portion of the Course in which he/she has failed within a period not exceeding two (2) years from the date of such failure. During such extended period, the Council will not enforce its claim to a refund in terms of the Agreement, and, should the Officer succeed upon such repetition, the Council will, if satisfied with his/her progress, resume payments under the Agreement for any remaining portion of the Course

Reports:

A report shall be completed annually whereby the Corporate Services Department (Human Resource Section) in conjunction with the relevant Department, evaluates the progress of all Bursars.

According to the evaluation, certain actions may be recommended including the following:

- continuation of the Bursary upon successful completion of the Course requirements for the academic year registered
- the withdrawal of the Bursary upon failure of a Course / required minimum subjects