POLICY

POLICY: **C-8**
SUBJECT: **EDUCATIONAL REIMBURSEMENT**
EFFECTIVE: **JANUARY 1, 2024**
SUPERCEDES: **JANUARY 1, 2022**

POLICY

City Cruises Canada recognizes the importance of investing in the learning and development of its crew members to increase engagement, career growth, high performance, and innovation. An educational reimbursement benefit is offered to eligible crew members for work-related professional development and professional certification.

1.0   GENERAL

1.1   Educational reimbursement will not exceed $750 per crew member per calendar year.

1.2   Permanent full-time crew members can apply for educational reimbursement after the successful completion of their Introductory Period.

1.3   Full-time contract crew members can apply for educational reimbursement after the successful completion of thirty (30) days upon their return to work.

1.4   Contract crew members are not eligible for educational reimbursement.

1.5   Educational reimbursement applies to an individual course, or a formal program of study involving more than one course, leading to a degree, graduate degree, diploma, certificate, or professional designation that is directly related to the crew member's current job or departmental function.

1.6   Proof of course completion, evidenced through credits earned, certificate completed, or a passing final grade, must be presented to facilitate the reimbursement process.

1.7   Non-tuition-related fees are ineligible for reimbursement. These fees include, but are not limited to, the following:

- course materials including textbooks;
- deferred or late payments;

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- exam fees;
- parking fees;
- course credit transfer fees;
- student medical insurance;
- capital projects;
- transportation expenses;
- hours spent in class or travelling to class;
- meals; and
- miscellaneous supplies.

1.8 If there is evidence that a crew member's job performance is compromised as a result of the time commitment required for the course work, or if a crew member is studying during work hours without approval from the supervisor or manager, they will be subject to progressive discipline.

1.9 Educational reimbursement exceeding $750 may be approved at the discretion of the Chief Operating Officer or designate and could be subject to repayment in the event of voluntary or involuntary employment separation.

2.0 APPLICATION PROCESS

2.1 Eligible crew members applying for educational reimbursement are to complete the "Education Reimbursement Request" form and obtain approval from their supervisor or manager prior to enrolling in a course.

2.2 Crew member will keep the signed forms until they complete their course.

3.0 REIMBURSEMENT PROCESS

3.1 Upon course completion, crew members will submit the following documents to their supervisor or manager:

- completed and signed "Education Reimbursement Request" form
- completed and signed "Manual Cheque" form
- evidence of course completion
- fee statement verifying the amount paid

3.2 The supervisor or manager will forward the paperwork to Human Resources for final approval and processing.

3.3 Paperwork must be submitted to Human Resources within ninety (90) days of course completion.

3.4 Educational reimbursement will be provided to the crew members in the form of a cheque.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.