



## **EDUCATION ASSISTANCE**

### **PURPOSE**

1. Employees who are being laid off may be entitled to Education Assistance.

### **APPLICATION**

2. This applies to all employees with the exception of those represented by the Nunavut Teachers Association.

### **PROVISIONS**

3. Employees identified for layoff who have three years of continuous service and who have not obtained another position in the public service may elect to take advantage of Education Assistance.
4. Education Assistance provides an employee with 80% of current salary for a period of up to 12 months after layoff to upgrade formal education.
5. The department laying off the employee pays the cost of Education Assistance.
6. An employee who is granted Education Assistance is not guaranteed re-employment with the GN. In addition, the employee is not entitled to Staffing Priority status after choosing Education Assistance.
7. If necessary, Education Assistance may be paid out over a term longer than 12 months to permit the lay-off to attend two consecutive semesters of instruction; however, the total amount paid out cannot exceed 80% of 12 months salary.
8. Education Assistance may be deferred for a period of up to a year after the Notification of Layoff is received by the employee to allow the employee to gain entrance to an educational institution. Education Assistance replaces any other severance entitlement.
9. Prior to the end of the Notice Period, an employee who wishes to take the Education Assistance option advises the Human Resources section in their department of the proposed program of studies.

**TERMINATION OF EMPLOYMENT****Human Resource Manual****Education Assistance****Section 1802 (f)**

10. An employee who receives payment in lieu of the Notice Period and who also wants to elect to take Education Assistance must notify the Human Resources Section of his or her department in writing of the election of Education Assistance. The notification must be provided within 5 working days of the start of the Notice Period.
11. The employee applies for admission to the educational institution. A copy of the application is forwarded to the Human Resources section for their department.
12. The Human Resources section analyzes the request for education assistance and consults with the Department of Human Resources if technical support is required in the analysis. Following approval, the Human Resource Section prepares a letter confirming the option choice. The letter also outlines the conditions attached to the Education Assistance as follows:
  - (1) the Employer will pay 80% of the lay-off's current salary upon termination for the length of the Education program for a period of up to 12 months;
  - (2) the lay-off is obligated to submit transcripts and maintain satisfactory performance during the course of study;
  - (3) that failure to maintain satisfactory performance is just cause for the Employer to terminate the agreement; and
  - (4) that the employee is no longer eligible for other lay-off options



**TERMINATION OF EMPLOYMENT**  
**Education Assistance**

**Human Resource Manual**  
**Section 1802 (f)**

**AUTHORITIES AND REFERENCES**

13. Main Collective Agreement with the NEU  
Article 30 Severance Pay
14. Senior Managers' Handbook  
Severance Pay
15. Excluded Employees' Handbook  
Severance Pay

**CONTACTS**

16. For further information or clarification, please contact:

**Director Training and Development**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6203**

**or**

**Director Employee Relations**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6211**