

# **CABGOC – Cabinda Gulf Oil Company**

## **Human Resources**

### **Administrative Guidelines - Educational Assistance Policy**

#### **Scope**

Educational assistance program aims to support employees that decided to further education to increase work effectiveness and to further career as a CABGOC employee.

Employees that are on the active payroll and have completed at least one year of CABGOC employment, are eligible to participate in the program and it is subject to management approval. Fixed term employees are not eligible.

The educational refunds are funded from departments' operated expenses and recovered by training tax allocations.

In general, only accredited universities and colleges and public vocational schools are approved institutions. Those courses claiming to be given by institutions with accreditation standing, but not offered from a college or university, should be examined carefully. The sponsoring department should contact the Learning and Development manager for accreditation guidance if required.

Correspondence courses may be approved when suitable courses are not available locally, when the work schedule limits you to this study method, or when such a course would better suit your needs.

#### **Responsibility**

##### ***Employees***

- Discuss with the direct supervisor the intention to enroll to a university/college and obtain management approval before adhering to the program.
- After approval fill the application and involve the training coordinator to submit the form to HR **annually** requesting educational assistance
- At the end of academic year, employee request for reimbursement accompanied with all documentation.
- Ensure that the documents are accurate (application form, GO165, Proof of completion of academic year and all receipts for reimbursable expenditures).
- If already enrolled and the employee paid the tuition and other expenses directly, suitable receipts and proof of completion of the academic year must accompany your request for reimbursement

##### ***Training Coordinators***

- Include the employee in the TNA for the following year
- Ensure that the courses will contribute to the employee effectiveness on the job and to the company and advise the management
- Support the employee on the request for reimbursement
- Send the request to HR.

### **Managers**

- Ensure that the courses will contribute to the employee effectiveness on the job and to the company
- Approve and seek PDC endorsement of the inclusion of the employee in the educational assistance program and on the TNA.
- Ensure that the job performance will not suffer because of a heavy course load
- All approved studies should be documented in departments' annual Training Needs Assessment and approval form returned to the Scholarship Administrator
- Sign the employee application form
- Department managers are advised to seek counsel on the Educational Assistance Policy by reviewing Educational Assistance Program in the CABGOC supervisor's handbook or by contacting your local HR business partner

### **Human Resources**

- Ensure that the employee is on active payroll and have completed at least one year of CABGOC employment
- Ensure the employee is in the training plan submitted by the department
- Ensure that the employee has not benefited from the educational assistance before. Employees who are already benefiting from the Education Assistance Program cannot ask for an Educational Assistance approval intended to cover the study release and/or reimbursement plan needs related to the attendance of another college/university, unless they have previously cancelled the attendance of the previous college/university prior to applying for a new educational assistance approval.
- Ensure all the documentation and invoices are correct. Proof of completion of academic year must accompany any request for reimbursement. Successfully completed" shall mean receipt of a grade of "pass" or better.
- Confirm and Approve the reimbursement and send all documentation to Finance for payment processing.
- Track and report the Educational assistance
- Assist the departments on the Educational assistance program

### **Procedures and approval process**

- Departments should include the employees that will benefit from the Educational assistance in the TNA
- At the begin of each year HR receives all approved application forms of the approved employees on the educational assistance program from departments for tracking and recording
- Training coordinators or employees send the request for reimbursements after course completion; suitable receipts and proof of completion of the academic year must accompany all the request for reimbursement.
- The training coordinators/EDCs or OC advisors should get the Department Manager signature for the GO165 and send to Scholarship Administrator for final signature on the application form and final processing
- There is no maximum pre-established reimbursement per year. Consideration should, however, be given to the fact that the cost of the course will be funded from the department's T&D budget.

- Actual direct costs" include only tuition, registration fees and other charges made by the college, cost of required textbooks, and laboratory supplies or other **required** expendable materials. This does not include fees for typing, photocopying, tutoring, parking and financing costs for tuition loans or equipment items such as calculators or computers.

## References

[Employment Policy 210](#)  
[Scholarship for Employees](#)  
[University and College Recruitment](#)  
[Performance Management Process](#)  
[Expense Report – GO-165](#)  
[Educational Assistance Application form](#)