



Northlands College Policy Employee Development

Policy Statement

Northlands College is committed to providing opportunities for employees to improve their educational qualifications, to assist the College in meeting future staffing needs and enhancing the educational experience of employees. Employee development shall be limited to one (1) training opportunity per employee per fiscal year.

Guidelines

Education Leave <i>Employees should apply for Education Leave if they are considering:</i> • taking a leave from the College to pursue further education, or • training that is more than five (5) days in length, with related expenses that exceed \$5,000.00 in cost.	Short-Term Professional Development <i>Employees should apply for Short-Term Professional Development if they are considering:</i> • taking training that is five (5) days in length or less, or • training and related expenses that do not exceed \$5,000.00 in cost.
1. To be eligible for education leave an employee must hold a permanent position with the College and have successfully completed a probation period with the College. 2. Education Leave may provide employees with any combination of the following: • a definite leave from their permanent position; • financial support for tuition and books; • living allowance to a maximum of \$1,500 per month (months registered in classes) 3. Employees who have been approved for education leave and have been on an approved definite leave will be required to fulfil a two-for-one return to service commitment to the College immediately following the completion of their leave and/or program of study. For those employees who continue to work for the College while completing their program of	1. To be eligible for short-term professional development, the employee must hold a permanent position with the College and have successfully completed their probation. 2. Short-term professional development may be considered a reimbursable cost when any expense is incurred for approved training that directly correlates to the employee's existing position and that will benefit the College. 3. Short-term professional development may provide financial support for the following; • Cost of training/materials • Paid time away from work to attend training. • Travel (use of Fleet Vehicle/Mileage, Hotel Room, Meals) 4. Fees for maintaining professional licenses, designations or memberships that are required to hold the specific status for their current

study, their will be a one-on-one return to service commitment to the College immediately following the completion of their program of study. 4. Employees who fail to fulfil their return-to-service commitment will be invoiced for the total amount of financial support received from the College plus interest, pro-rated less any return-to-work service commitment completed. Employees who cannot fulfil their return-to-service commitment because their level of seniority results in unsuccessful bids or in bumping, may be permitted to resign and thereby be released from return service obligations. 5. To remain eligible for education leave employees must submit confirmation of enrolment from the approved educational institution at the beginning of each term/training opportunity and confirmation of completion and the end of each term/training opportunity to the Human Resources department. 6. While on leave employees are required to update the College of any change in contact information. 7. As per article 17.3.1 of the Collective Agreement, “Final decisions on matters related to staff professional development and education leave shall fully and completely rest with the Board of Directors”.	position will be remitted by the College on behalf of the employee as prescribed by the Human Resources Manager.
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Procedures

Education Leave	Short-Term Professional Development
- Employees seeking education leave must submit an Education Leave Request form to the Human Resources Manager, who will forward it to the Education Leave Committee. The committee members will make recommendations to the Board regarding approval or denial of the request. Requests must minimally include the following information: - Type of education pursued, credential sought, location. - Time period requested. - Whether the employee will be taking a leave from their position with the College or the employee will continue to work for the College during the period of time requested. - Benefit to the College and to the employee. - Employees will be notified of the status of their application in writing once the Board of Directors has met to discuss it.	- Proposals for short-term professional development must be submitted in advance of the training to the employee's most immediate out-of-scope supervisor for approval. Expenses exceeding \$2,000.00 require the approval of the President & CEO. - The proposal should include the short-term development application form and information regarding the training requested as well as the benefit (s) to the College. - If approved, an expense claim form and receipts for approved expenses are to be submitted to the Human Resources Manager for reimbursement. - For any cost that exceeds \$500.00, the employee may request the College pay the training vendor and the hotel directly on behalf of the employee; however, travel, hotel and meals will only be reimbursed after attendance of the training.

Policy Originated: February 2017	Approved by: Board of Directors
Last Approved: December 17, 2021	Signature: