



Policy

Title: Professional Development

Policy Statement:

The Board of Governors recognizes that each employee and Northern Lakes College have responsibility for professional development and will support staff and succession planning.

Approved: Original copy signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

October 19, 2017
(Date)

Sponsorship: Human Resources

To Be Reviewed: October 19, 2022

Review and Revision Date(s):

First Approval Date: October 19, 2017

Stakeholders Consulted (Date): Senior Leadership Team - March 20, 2017; Policy Review Committee – May 16, 2017; Employee Management Advisory Committee – June 14, 2017; Board of Governors – October 19, 2017.

Reference to other Documents: Human Resources - Professional Development Procedure

Definitions:

Professional Development is defined as training or development taken to obtain new skills or qualifications directly related to an employee's work or employer approved development plan: to maintain, update, upgrade or enhance an existing skill, qualification, knowledge or professional practice directly related to the employee's work.

Purpose:

Northern Lakes College is committed to career and skill development and will provide support for professional development which are of benefit to the department, school and program in the achievements of its goals and to the individual employee in the performance of his or her job function.

Guidelines:

1. Credit Course/Programs

- A. Eligibility for credit course applicants:
 - i. Post probationary with satisfactory performance
 - ii. Certificate or Diploma – eligible after probation has been completed
 - iii. Undergraduate Degree – eligible after 2 years of service
 - iv. Master’s Degree – eligible after 3 years of service
 - v. Doctorate Degree – eligible after 4 years of service
- B. Employees can apply for funding up to the following maximum amounts:
 - i. Certificate – 50% of the fees up to \$1,200 per credential
 - ii. Diploma – 50% of the fees up to \$2,400 per credential
 - iii. Undergraduate Degree – 50% of the fees up to \$7,000 per credential
 - iv. Master’s Degree – 50% of the fees up to \$15,000 per credential
 - v. Doctorate Degree – 50% of the fees up to \$25,000 per credential
- C. Employees can apply for funding for a single course up to the following amounts:
 - i. \$150 Certificate/Diploma Course
 - ii. \$250 Undergraduate Degree Course
 - iii. \$350 Master’s Degree Course
 - iv. \$450 Doctorate Degree Course
- D. Employees that wish to take a credit course that is offered by NLC, and where space is available, the tuition will be free for that employee.
- E. Only one credential per employee per fiscal year will be funded.
- F. At the discretion of the Senior Leadership Team, funding may be available for a credential outside of the eligibility period.
- G. Applicants approved for funding must utilize the funding within 6 months of the budget year or communicate with the Senior Director, Human Resources their plans to access the funding. Failure to access the funding in the budget year may seriously impact future funding requests.
- H. Tuition funding provided by NLC is considered a non-taxable benefit by Revenue Canada. Employees are therefore not entitled to claim the tuition credit up to the amount funded by NLC, or the education amount, on their tax return.

- I. Priority will be given where credentials are directly related to NLC's future success.
- J. Employees must pass their credit course to receive funding. In the event that the employee is not successful, the employee will reimburse the college.

2. Return Service Commitment

In exchange for Northern Lakes College providing funding for professional development credential attainment, a return service commitment agreement may be signed by the employee and will take effect upon completion of the program.

The employee will be required to remain in continuous employment with the College for a determined period of time which would normally be equivalent the duration of the credential.

If the employee withdraws from the program prior to completion or resigns the employee will repay the college a prorated amount of financial assistance based on the terms of the Return Service Commitment Agreement.

If the employee is terminated from employment with the College before the program completion or expiration of the Return Service Commitment Agreement period, the employee will not be required to repay the College any portion of the financial assistance.

3. Conferences

All staff are limited to a maximum of two (2) external conferences each year excluding conferences for union business. If a staff member requests or requires attendance at an additional conference they must have the approval of the Senior Leadership Team.

4. Training or Workshops

Staff are limited to two (2) external training or workshop events each year excluding training or workshops for union business unless required to attend by their supervisor.