



Professional Development Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

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.

Sponsor:	Human Resources
Policy Owner:	Executive Director, Human Resources and Health & Safety
Policy Administrator:	Executive Director, Human Resources and Health & Safety
Approved By:	Board of Governors
Approval Date:	June 16, 2021
Effective Date:	June 16, 2021

Objective:	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:	<ol style="list-style-type: none"> 1. Credit Course/Programs <ol style="list-style-type: none"> A. Eligibility for credit course applicants is for continuous employees only: <ol style="list-style-type: none"> 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 services <p style="margin-left: 40px;">At the discretion of the Senior Leadership Team, funding may be available for a credential outside of the eligibility period.</p> <ol style="list-style-type: none"> B. Employees can apply for funding up to the following maximum amounts: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 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.
- G. Tuition funding provided by Northern Lakes College 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 Northern Lakes College, or the education amount, on their tax return.
- H. Priority will be given where credentials are directly related to Northern Lakes College's future success.
- I. 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.

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.
Related Northern Lakes College Documents:	Human Resources – Professional Development Procedure
Related External Information:	N/A
Stakeholders Consulted:	Employee Management Advisory Committee: Jun 14, 2017; Jun 1, 2021 Policy Review Committee: May 16, 2017 (defunct) President’s Advisory Team: Jun 8, 2021 Senior Leadership Team: Mar 20, 2017
Next Review Date:	June 16, 2026
Revision History:	October 19, 2017: New February 25, 2020: New template June 16, 2021: Addition of continuous employee clause