

## **1.0 POLICY**

As part of MacEwan's commitment to employee development, the University provides support for a variety of on-site programs, workshops and activities that will enhance both professional growth and job satisfaction.

## **2.0 RATIONALE AND GUIDING PRINCIPLES**

### **2.1 Purpose**

The purpose of this policy is to provide a framework to support the development of all employees by providing on-site educational opportunities and funding where appropriate.

### **2.2 Rationale and Guiding Principles**

2.2.1 Contributing and productive employees are those who are encouraged to participate in opportunities for job-related education and skill development.

2.2.2 MacEwan supports lifelong learning opportunities for employees.

## **3.0 SCOPE AND DEFINITIONS**

### **3.1 Scope**

This policy applies to all employees of MacEwan as outlined in the regulations.

### **3.2 Definitions**

3.2.1 **Administrative staff** means employees designated as executive officers, officers, and administrators as outlined in relevant Board Employment policies.

3.2.2 **Continuing Education** courses may be either credit or non credit.

3.2.3 **Credit Program** courses are those courses in which students earn credits toward a certificate, diploma, applied degree, baccalaureate degree or post diploma certificate.

3.2.4 **Employee development** includes professional, job-related career and personal development, and the application of knowledge and new skills.

3.2.5 **Executive Officer** means the President, vice presidents and equivalent positions.

**4.0 REGULATIONS**

- 4.1 Employees may enroll in available scheduled MacEwan learning activities without paying tuition. The Executive Committee will establish a maximum fee value that will apply to registrants.
- 4.2 Employees are responsible for paying all special, material, and book fees.
- 4.3 If required, employees may arrange for supplemental financial assistance from the appropriate professional development fund.
- 4.4 Access to University learning activities are available to employees as follows:
  - 4.4.1 Faculty
    - 4.4.1.1 All full time continuing, part time continuing, probationary, and sessional faculty;
    - 4.4.1.2 All Term faculty who have completed a minimum of five term appointments.
  - 4.4.2 All supervisory and support employees whose scheduled work assignment is 910 hours or more per year;
  - 4.4.3 All Administrative staff.
- 4.5 Access to MacEwan scheduled courses/activities is on a first come, first served basis, provided that pre-requisite criteria are met:
  - 4.5.1 Access to Credit Courses
    - 4.5.1.1 Program students have first priority.
    - 4.5.1.2 Employees have second priority.
  - 4.5.2 Access to Credit and Non-Credit Continuing Education Courses
    - 4.5.2.1 Once the course has met the required minimum of tuition-paying students or clients, employees have reasonable access to that activity.
    - 4.5.2.2 If the course minimum has been reached, employees will not be displaced by tuition-paying students or clients.
    - 4.5.2.3 If the course minimum has not been reached, employees may choose to pay the tuition, in order for the course to run

as scheduled. Employees may also arrange for the appropriate professional development fund to pay that fee.

- 4.5.3 Access to scheduled MacEwan conferences and workshops must be approved by the conference or workshop organizer. Such access shall not be unreasonably denied.
- 4.5.4 Access to scheduled MacEwan Sport and Wellness activities must be approved by the activity organizer. Such access shall not be unreasonably denied.
- 4.6 Only the appropriate executive officer may approve to exempt a learning activity from this policy.
- 4.7 The officer responsible for human resources is responsible for the implementation of this policy and for developing procedures and programs to support the University's goals regarding employee access to MacEwan learning activities.
- 4.8 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly.

**FACT SHEET**

**Relevant Dates**

Approved:	2009.10.08
Effective:	2009.10.08
Next Review:	2012.10

**Source:** Modification History

94.01.20	Approved by Board Motion 4-06-93/94 as a new policy.
2003.02.01	Format updated.
2009.10.08	Approved by Board Motion 01-10-8-2009/10. The changes reflected in this draft are for purposes of reformatting and updating (with procedures separated from the policy). No changes are contemplated at this time for the procedures that were included in the earlier version of this policy.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10

**Accountability**

Office of Accountability:	Vice President University Services
Office of Administrative Responsibility:	Director, Human Resources
Approved By:	Board of Governors
Contact Area:	Human Resources
Authority:	MacEwan Values Statement

**Related and Associated Matters (Links)**

Associated Operational Policies & Procedures: D2000 Professional Development, D2010 Employee Development for Supervisory and Support Staff, D2030 Professional Development for Administrative Staff, D2080 Sabbatical Leave, D2090 Faculty Development