

1.0 POLICY

Grant MacEwan University maintains a comprehensive employee development program to support ongoing skill-building efforts and to provide professional and educational opportunities for supervisory and support staff.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose

The purpose of this policy is to provide a framework for professional development opportunities for supervisory and support staff.

2.2 Rationale and Guiding Principles

2.2.1 Education, lifelong learning and the pursuit of excellence are at the heart of MacEwan's values for all employees to enhance learning, leadership, and professional/technical abilities.

2.2.2 MacEwan provides employee development in the areas of:

2.2.2.1 Training and development, including orientation, on-the-job training and in-service programs and activities;

2.2.2.2 Opportunities for job enrichment, transfer and promotion;

2.2.2.3 Educational assistance, including covering of all or part of the costs of further education and training in the form of courses, seminars, workshops and conferences.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

This policy addresses the specific needs of all supervisory and support staff including those who are members of the MacEwan Staff Association.

3.2 Definitions

3.2.1 **Employee development, lifelong learning and training** are the formal development events, programs and courses of study, work experiences, study experiences, and professional/technical networking employees need for current and future roles to update and enhance the knowledge or skills that will make a continuing contribution to the vision, mission and objectives of MacEwan.

3.2.2 **Officer** means the President, vice presidents and equivalent positions, deans, directors and equivalent positions.

- 3.2.3 **Administrator** is an administrative position (Coordinator or equivalent), designated by the University, which is not covered by the terms of a Board/Association Collective Agreement.
- 3.2.4 **Supervisory and support staff** include employees covered under the Board/MacEwan Staff Association Collective Agreement and employees covered under *Board Policy D1020, Administrative Support and Supervisory Personnel* (i.e. eligible employees in positions up to but not including Administrators as defined above).
- 3.2.5 **MacEwan Staff Association (MSA) Staff Development Committee** refers to a sub-committee of the MacEwan Staff Association.

4.0 REGULATIONS

- 4.1 MacEwan, on an annual basis, provides funding, both university-wide and to departments, for employee development.
- 4.2 The Human Resources Department holds and disburses the funds as follows:
 - 4.2.1 Approximately 25% is allocated for university-wide programs (e.g. Inservice programs, Organization Development Day programs, etc.).
 - 4.2.2 Approximately 75% is allocated to departments for individual programs and activities. Funds are shared on a pro-rata basis according to the department's supervisory and support staff numbers (including full-time and part-time continuing staff, full-time term positions of 12 months or more and recurring term employees).
 - 4.2.2.1 This fund is used primarily to support applications from employees as identified in 4.2.2. As funds are available, assistance is granted to casual employees or term employees who occupy positions of less than 12 months, based on the recommendation of the appropriate administrator to Human Resources.
- 4.3 Based on ongoing and future training and development needs of MacEwan, the allocation of university-wide and departmental funds may be adjusted. The Human Resources Department, in consultation with the MacEwan Staff Association, makes this decision.
- 4.4 MacEwan, on behalf of supervisory and support staff, carries forward all unspent funds from one fiscal year to the next. The MacEwan Staff Association, in consultation with the Human Resources Department, will recommend allocations of these funds.

- 4.5 MacEwan officers, administrators and supervisors are responsible for encouraging employees within their departments to participate in personal and professional development activities.
- 4.6 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 development for supervisory and support staff.
- 4.7 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

79.12.18 Approved by Board Motion 8-12-79/80.

80.01.01 Amended to include Clause 5.0 by Board Motion 2-2-80/81.

88.10.18 Revisions approved by EOC.

94.05.17 Revisions approved by EOC and received by the Administrative Operations Committee and the Board for information.

2003.02.01 Terminology update – “Non Academic Staff” changed to “MacEwan Staff Association”. Format updated.

2009.10.08 Approved by Board Motion 01-10-8-2009/10. Only minor changes are proposed for this policy at this time. The changes reflected in this draft are for purposes of reformatting (with procedures separated from the policy). Also, 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

Associated Policies & Procedures: D2000 Professional Development, D2020 Employee Access to MacEwan Learning Activities, D2030 Professional Development for Administrative Staff

Related Policies: D2080 Sabbatical Leave, D2090 Faculty Development