

1.0 POLICY

Grant MacEwan University supports and encourages all Administrative staff to maintain and regularly upgrade job skills and professional qualifications.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose

The purpose of this policy is to provide the framework that enables Administrative staff to regularly participate in opportunities to enhance their skill sets and contribution to MacEwan.

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 teaching, learning, scholarly activity, leadership, and professional/ technical abilities.

2.2.2 MacEwan encourages Administrative staff to undertake professional development activities that provide formal study or other equivalent experience which will enhance the staff members' contribution to the University.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

This policy shall apply to individuals employed as Administrative staff at MacEwan.

3.2 Definitions

3.2.1 **Administrative staff** means employees designated as executive officers, officers, and administrators (i.e. coordinators and equivalent) as outlined in relevant Board Employment policies.

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

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

4.0 REGULATIONS

4.1 **Short Term Professional Development:** MacEwan provides opportunities for Administrative staff to attend conferences, seminars, short courses, workshops and inter-institutional visitations that benefit both employees and MacEwan.

4.1.1 On an annual basis, MacEwan establishes and provides levels of funding for short term professional development.

4.1.2 The appropriate executive officer may grant Administrative staff leaves of absence with pay of up to two weeks in length.

4.1.3 Administrative staff will be reimbursed for travel and related expenses in accordance with *Policy 4010 Allowable Expenses and Procurement Cards*.

4.2 Training and Professional Development:

4.2.1 Administrative staff are encouraged to develop and maintain an appreciation of the academic environment.

4.2.1.1 If an Administrative staff member wishes to lecture in a course during his/her normal workday, then prior approval from the appropriate officer is required and no additional payment will be made. If the lecture hours extend the hours beyond the normal workday, then the employee may receive additional compensation.

4.2.2 With the support of the Faculty Association, when an Administrative staff member is reassigned to faculty status or assigned faculty duties by MacEwan, the following shall apply:

4.2.2.1 Upon written application to the appropriate executive officer, the staff member may be granted a leave with pay for necessary training or educational upgrading.

4.2.2.2 Funding for leaves with pay, tuition fees, travel and related costs from faculty development funds will normally be subject to *Policy D2090 Faculty Development* and the availability of faculty development funds. At the discretion of MacEwan, such funding may be subsidized from other sources.

4.2.2.3 The employee will sign a return to service commitment. If the return to service commitment is not fulfilled, the employee will reimburse MacEwan a proportionate amount of the original funding.

4.2.3 When an Administrative staff member is reassigned by MacEwan to another administrative position, the following applies:

4.2.3.1 Upon written application to the appropriate executive officer, the staff member may be granted leave with pay for appropriate training or educational upgrading.

4.2.3.2 Funding for leaves with pay, tuition fees, travel and related costs will normally be subject to the availability of budgeted and approved professional development funds. Such funding may be subsidized from other sources at the discretion of MacEwan.

4.2.3.3 The employee will sign a return to service commitment. If the return to service commitment is not fulfilled, the employee will reimburse MacEwan a proportionate amount of the original funding.

4.3 Professional Development Leave Plan:

4.3.1 When it is in the best interests of MacEwan, an Administrative staff member may be granted an extended leave with pay to take additional training, educational upgrading, career reassignment or to gain further related experience. This leave is subject to the following:

4.3.1.1 Eligibility

To participate in the plan, a staff member must:

4.3.1.1.1 Hold a continuing or cyclical appointment, and have successfully completed any required probationary period;

4.3.1.1.2 Have completed five (5) years of satisfactory service in a full time position at MacEwan, three (3) years of which must have been an Administrative staff appointment;

4.3.1.1.3 Prepare a professional development proposal that is acceptable to the appropriate executive officer;

4.3.1.2 Conditions and Parameters

4.3.1.2.1 The leave shall normally be for a period of not more than twelve (12) months. The President may grant extensions.

- 4.3.1.2.2 Employees must use previously-earned vacation entitlements during their leave. Employees must take any vacation entitlement earned during the leave within that leave period. No carry forward of vacation entitlements accumulated during the leave will be permitted.
- 4.3.1.2.3 In a return service agreement, employees agree to fulfill two (2) months service for each month of employer paid leave granted. An employee who does not fulfill the return service commitment may be required to repay MacEwan, on a pro-rata basis, an amount equivalent to the value of the unfulfilled return service.
- 4.3.1.2.4 The leave period may not be used as a termination or resignation notice by MacEwan or the employee.
- 4.3.1.2.5 At the conclusion of the leave, the employee has the right to return to the position held at the commencement of the leave or comparable position. Re-assignment to a comparable position will be by mutual consent.
- 4.3.1.2.6 With the consent of the appropriate executive officer, an employee may cancel the leave and relinquish any further financial assistance. The employee may return to the position held at the commencement of the leave providing the terms are acceptable to MacEwan.
- 4.3.1.2.7 The staff member is responsible to the appropriate executive officer for fulfilling the terms under which the leave is granted, and will submit any requested reports regarding the leave.
- 4.3.1.2.8 If, in the opinion of the appropriate executive officer, the employee is not fulfilling the terms under which the leave is granted, the executive officer may take action including, but not limited to, the withholding of financial assistance or cancellation of the leave.
- 4.3.1.2.9 Applications will be considered for subsequent leaves at five (5) year intervals from the end date of the last Professional Development leave.

4.3.1.3 Selection Criteria

The following criteria shall be considered in approving leave applications:

- 4.3.1.3.1 The nature of the proposed professional development activity.
- 4.3.1.3.2 The employee's length of service.
- 4.3.1.3.3 Previous professional development support granted to the employee.
- 4.3.1.3.4 The needs and goals of MacEwan and the employee.
- 4.3.1.3.5 The employee's performance level.
- 4.3.1.3.6 The past contributions made to MacEwan by the employee.
- 4.3.1.3.7 The benefits to MacEwan from the employee participating in the professional development activity.
- 4.3.1.3.8 Any other criteria deemed appropriate by MacEwan.

4.3.1.4 Financial Assistance

- 4.3.1.4.1 During the period of leave, the employee will be paid, in equal monthly installments, not less than eighty-five (85) percent of the salary rate in effect at the start of the leave.
- 4.3.1.4.2 An employee on leave continues to participate in any employee benefit plans in which participation is considered a condition of employment. Participation in the other MacEwan employee benefit plans shall be governed by the insuring agreement(s) with the underwriters.
- 4.3.1.4.3 MacEwan shall make normal employer premium contributions for any employee benefit plans which remain in effect during the leave.
- 4.3.1.4.4 Should the employee fail to fulfill the terms of the leave or fail to satisfactorily complete the return service commitment, the employee will re-pay the amount of

the financial assistance to MacEwan. Such liability may be waived by the appropriate executive officer in the event of the employee's death, disability or termination of employment prior to the completion of the leave or return service commitment.

4.3.1.4.5 Funding to support travel, tuition, lodging or other extraordinary costs may be allowed at the discretion of the appropriate executive officer. Such costs are subject to *Policy D4010 Allowable Expenses and Procurement Cards*.

4.3.1.4.6 The salary and employee benefit costs associated with the leave are provided through a centrally administered fund established for that purpose.

4.3.1.4.6.1 MacEwan carries unspent centrally administered funds from one University year to the next.

- 4.4 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 professional development for Administrative staff.
- 4.5 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

86.10.23 Approved by Board Motion 12-4-86/87.

94.05.19 Received as information by the Board of Governors noting amendments are made only as they relate to terminology and practice.

2003.02.01 Format and terminology updated.

2009.10.08 Approved by Board Motion 01-10-8-2009/10

2009.10.08 Terminology updated to reflect name change to Grant MacEwan University.
Approved by Board motion 01-10-8-2009/10

2013.04.17 Updated references to other policies to reflect current policy information.

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

Related and Associated Matters

Associated Operational Policies & Procedures: D2010 Employee Development for Supervisory and Support Staff, D2020 Employee Access to MacEwan Learning Activities, D2000 Professional Development

Related Policies: D2080 Sabbatical Leave, D2090 Faculty Development