



Medicine Hat College Policy STAFF TRAINING AND DEVELOPMENT

Policy #:	HR-08
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President
Effective Date:	1 November, 2018
Next Mandatory Review Date:	1 November, 2023
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

The purpose of this policy is to promote professional development as part of our focus on excellence so that eligible employees have opportunity to improve the quality and effectiveness of the programs and services at Medicine Hat College (MHC) by access to a training and development fund.

2. POLICY SCOPE

This policy applies to all staff of MHC with a continued employment commitment who have successfully completed the probation employment requirements. Faculty are excluded from this policy and should apply through the Professional Development Resources for Faculty Fund.

3. DEFINITIONS

- **Academic Application:** formal post-secondary courses that will be applied to obtaining a certificate, diploma or a degree.
- **Group Application:** professional development opportunities that benefit the greater college community.
- **Non-academic Application:** professional development activities that include conferences, workshops, training, professional meetings and seminars. This does not include capital expenditures and memberships or wages for replacement staff.

4. PRINCIPLES

4.1 Opportunities that encourage and promote professional development is an organizational goal.

4.2 Upon budgetary approval a non-cumulative fund will be available for eligible employees to access to develop skills that will improve quality, effectiveness and efficiency of the programs and services at MHC.

- 4.3 At the College's discretion, a portion of this fund may be derived from the EI Premium Reduction Program for Management/Excluded employee use.
- 4.4 Professional development activities that will be considered for funding include short-term training or skills development, or costs associated with enrolment in educational courses/programs.
- 4.5 Annual professional development activities should be budgeted for within departmental budgets.
- 4.6 Employees may only apply for either Staff Training and Development Funds or Development Funding for Professional Development Resources for Faculty per application.
- 4.7 Within the resources available, the purpose of this fund is to
- (a) provide departmental or groups of employees with access and opportunity to obtain short term training and educational activities which are designed to enhance, develop or maintain their collective team skills and abilities to meet the requirements of MHC;
 - (b) provide financial assistance that is not otherwise covered by collective agreement(s), or provide financial assistance for employees who may not have access to other internal or external funding sources for the purpose of obtaining skills training or educational development.
- 4.8 Staff who have successfully completed the probationary employment requirements are eligible to receive funding consideration. Normally, while an employee is absent on an approved leave, Staff Training and Development Funds are not available.
- 4.9 Committee Membership
The Staff Training and Development Fund Committee consists of
- the Director, Human Resources or designate, who will serve as Chair;
 - two representatives of the College's management/excluded group and;
 - two representatives of the College's support staff.
- Participation on the Committee is intended to be representative of the college community. The President will approve representatives to participate on this Committee and may appoint other individuals from time to time as appropriate. Representatives shall normally participate for a three year term, with the option for a one term renewal. The Committee will recommend names for membership to the President or the President's designate for approval.
- 4.10 Funding Criteria Guidelines
- (a) The maximum awarded for non-academic applications will not normally exceed \$3000 per fiscal year.
 - (b) The maximum amount awarded for individual academic applications will not normally exceed \$2500 for certificate or diploma completion and \$5000 for degree completion. If the certificate or diploma bridges to a degree the amount awarded will be prorated not to exceed \$5000 in total.

- (c) The maximum amount awarded for a group application will not normally exceed \$6000.
- (d) Applicants are expected to first use individual or departmental professional development funds for these activities.
- (e) Applications will only be considered for activities that occur in the current fiscal year. Applications submitted for funding for activities in the next fiscal year will be held until final budget approval by the Board of Governors.
- (f) All things being equal, an applicant who has not received funding previously will be given preference.
- (g) International travel except Continental US will not normally be funded.
- (h) Normal operational requirements must be met during the proposed activity.
- (i) The Committee will allocate an even expenditure of funds over the year so that up to 50 percent of the fund will be allocated to activities in the first half of the fiscal year and 50 percent for activities in the second half of the fiscal year. Any unexpended funds from the first half of the fiscal year will be rolled over into the second half. However, unexpended funds at the end of the fiscal year are not carried forward.

4.11 A passing grade is required when funding has been approved. In the event of a course failure, the employee is responsible for refunding course costs to the College.

4.12 Approved funds must be used for the intended purpose. It is the employee's responsibility to provide timely cancellation notice when and where appropriate. The employee will be responsible for any costs incurred if they fail to provide proper notice of cancellation, or the cancellation is for a non-work related reason. Cancellation due to illness will be acceptable.

5. RESPONSIBILITIES

5.1 **Employees** are responsible for

- (a) completing the application and providing detailed responses to each question;
- (b) clearly outlining the benefit to their position and to the College;
- (c) providing additional supporting documentation if requested; and
- (d) providing a summary of learning outcomes to supervisor after completion of activity.

5.2 **Supervisors** are responsible for

- (a) assessing the relevance of professional development requests; and
- (b) initially approving or denying the request with explanation.

5.3 **Staff Training and Development Fund Committee** is responsible for

- (a) interpreting the policy;
- (b) evaluating the applications according to the criteria; and
- (c) allocating the resources of the fund.

5.4 **Committee Chair** is responsible for the administration of the Staff Training and Development Fund.

5.5 **President** is responsible for final approval of professional development requests.

6. APPLICABLE LEGISLATION/REGULATIONS

Employment Insurance Act and Regulation 1996

7. RELATED POLICIES

FN-01: Travel and Expenses

8. RELATED PROCEDURES

PR-HR-08-01: Staff Training and Development

PR-FN-01-01: Travel and Expenses

9. RELATED INFORMATION

Management and Excluded Employees Terms of Employment

Faculty Agreement

AUPE Agreement

ORIGINAL COPY SIGNED

Wayne Resch
Acting President and CEO

Date: November 1, 2018

ORIGINAL COPY SIGNED

Carla Bennett
Interim Vice-President,
Administration and Finance

Date: November 1, 2018

DOCUMENT HISTORY

November 2018 Revised policy approved