



POLICY

Policy Name	EMPLOYEE LEARNING AND DEVELOPMENT FUND			<i>Revised</i>
Policy Number	HR-08	Category	Human Resources	
Policy Authority	Director, Human Resources		Approval Date	August 7, 2024
Executive Sponsor	Vice-President, Administration and Finance		Next Review Date	August 7, 2029
Approved By	President and CEO		Frequency of Review	every 5 years

1. POLICY OBJECTIVE

This policy promotes professional development as part of Medicine Hat College’s (MHC) focus on excellence. By having access to a learning and development fund, eligible employees can contribute to the quality and effectiveness of the programs and services at MHC.

2. POLICY SCOPE

This policy applies to MHC employees with a continued employment commitment who have successfully completed the probation employment requirements. Normally, employees absent on approved leave are not eligible. Faculty are excluded from this policy and can apply for professional development funding through applicable faculty funds.

3. DEFINITIONS

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

4. PRINCIPLES

4.1 MHC encourages and promotes professional development with a focus on individual and institutional excellence.

5. DIRECTIVES

5.1 Upon budgetary approval, a non-cumulative fund will be available for eligible employees for professional development opportunities, including short-term training, skills development, or costs associated with enrolment in educational courses/programs.

5.2 An Employee Learning and Development Fund Committee, representative of the college community, will be established to review and assess requested funding for professional learning and development. The Committee will consist of:

- (a) the Director, Human Resources or designate, who will serve as chair,

- (b) two representatives of the management/excluded group, and
- (c) two representatives of the college's AUPE employee group.

Representatives normally participate for a three-year term, with the option for a one term renewal. The committee will recommend names for membership to the Vice-President, Administration and Finance or designate for approval. The Vice-President, Administration and Finance or designate may appoint other individuals from time to time as appropriate.

6. RESPONSIBILITIES

6.1 **Employees** are responsible for:

- (a) submitting completed ELD Fund application to Human Resources.
- (a) submitting a passing grade for approved academic funded applications. In the event of a course failure, the employee is responsible for refunding course costs to the college, and
- (b) providing a summary of learning outcomes to supervisor after completion of activity if requested.

6.2 **Supervisors** are responsible for:

- (a) assessing the relevance of professional development requests, and
- (b) supporting/not supporting the request with explanation.

6.3 **Employee Learning and Development Fund Committee** is responsible for:

- (a) interpreting the policy,
- (b) evaluating the applications according to the criteria,
- (c) advancing recommended applications to the Vice-President, Administration and Finance or designate, and
- (d) allocating fund resources.

6.4 **Committee Chair** is responsible for the administration of the Employee Learning and Development Fund.

6.5 **Vice-President, Administration and Finance or designate** is responsible for final decision of professional development requests.

7. RELATED POLICIES

FN-01: Travel and Expenses

8. RELATED PROCEDURES

PR-HR-08-01 Employee Learning and Development Fund

PR-FN-01-01 Travel and Expenses

9. RELATED INFORMATION

Management and Excluded Employees Terms of Employment

AUPE Collective Agreement

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: August 7, 2024

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

Date: August 7, 2024

DOCUMENT HISTORY

November 2018	Revised policy approved
August 2024	Revised policy approved