

Policy Title: **Staff Development and Training**
Policy Approver: President’s Office
Policy Holder: Human Resources
Category: Operational
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Next Review: June 2009

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 6th day of September, 2007.

President, Yukon College

Date

1. Purpose of Policy

The University, through the Staff Development and Training Team, the Department of Human Resource Services, and divisional initiatives, will provide opportunities for staff to gain necessary skills, maintain currency and relevancy in their fields, and develop new or enhanced, personal or professional skills and abilities. This may be accomplished through such activities as short term funded leaves (workshops, seminars, conferences, short courses), long term unfunded educational leaves, exchange programs, industry training, a pre-paid leave plan, scholarly projects, secondments, in-house programs, tuition fee waivers as per Clause 45.04 of the Collective Agreement, and a computer purchase policy.

All training and development opportunities will be communicated to employees in a timely manner to maximize participation.

Employees will be provided the time to access training and development opportunities, subject to the reasonable constraints of the business/service priorities of their departments. Access shall not be unreasonably withheld.

Training and development opportunities that address the needs of groups of employees will be offered, when possible, and group suggestions for programming will be encouraged.

2. Governing Legislation and Relevant Documents

2.1. Board Governing Policies

This policy recognizes the Yukon University Board of Governors Policy on Executive Limitations, including:

“The President may not operate without written Human Resource procedures which clarify rules for staff. The President may not fail to foster professional excellence among staff”.

2.2. Collective Agreement Between Yukon University Board of Governors and the Public Service Alliance of Canada, Article 45 – Staff Development and Training, Clause 45.01 (c):

“The Staff Development and Training Policy prepared by the Staff Development and Training Team and Human Resource Services shall be used as policies, procedures and guidelines for Staff Development and Training to ensure fair and equitable access.”

3. Procedures

Allocation of Staff Development and Training Funds under Collective Agreement Article 45.05

3.1. FUNDS

Funding for Staff Development and Training will be provided by the University in accordance with the collective agreement, will be allocated by the Staff Development and Training Team, and will be administered by the Director, Human Resource Services.

A minimum of 20% of the annual Staff Development and Training Fund will initially be reserved to sponsor group activities of a department, division or University-wide nature. Requests for Group Activities will normally be considered to a maximum of \$5000 per activity. Partnerships for funding more expensive activities are encouraged. A minimum of 40% of the balance will be used solely for individual requests. The balance of the funding may be used for either group or individual activities at the Team’s discretion. \$5000 will be set aside each year from the funds for group activities to enhance the program offerings of the University’s In-Service sessions.

Each eligible employee may make individual requests for funding to a maximum receipt of \$2750 over a two-year period based on activity date. The Team may, at its discretion, make exceptions to this maximum for requests of special value to the University.

In order to ensure equitable access to funds throughout a fiscal year, the funding will be proportioned evenly into two halves in a fiscal year. Applications received will be funded from the monies allocated to the half in which the activity occurs. When a half’s funding has been exhausted, further applications relating to activities in that half will not be funded. Any unused money in the first half will be carried forward and added to the second half’s discretionary funds.

3.2. STAFF DEVELOPMENT AND TRAINING FUNDING DEFINITIONS

3.2.1. Group Activities

a) Group Training or Group Professional Development - Group funding provides a mechanism whereby departments, divisions, job categories or groups of employees can obtain funding to offer training or professional development activities for the benefit of various University sectors. The activity should link to institutional goals and Board mandate or needs identified by committees and be open to all interested employees. The group activity should also provide an opportunity for cross-fertilization of ideas among departments, divisions or job categories. Those activities that particularly foster collaboration and sharing of financial expenses or human resources will be encouraged.

To optimize participation and allow full focus on the activity, it is encouraged, wherever possible, to hold group activities away from the work site.

b) In-Service - An in-service activity is generally scheduled in August. Its purpose is to re-energize staff, provide an opportunity to share ideas, network with people from across the University, provide new information on current issues, and strengthen connections between community campus staff and Ayamdigut staff. The Staff Development and Training fund will accept applications to the group funds for activities that enhance the program content of in-service activities that are of interest to all staff. Expenses incurred for staff in the communities to attend the in-service session are covered by Community and Extension Services' divisional funds.

3.2.2. Individual Activities

a) Professional development activity - non-credit education obtained through a workshop, course, conference, exchange trip or back-to-business work that enhances an individual's professional knowledge/skills/currency for his/her position or another role in the University.

b) Presenter or workshop facilitator grants - activity that enhances the University's reputation and image, expands the resource pool of important ideas and information for

dissemination across the University, and/or provides stronger linkage with people, programs or professional organizations of relevance to Yukon University.

c) Accredited post-secondary education - coursework towards a diploma, degree or professional certification that is relevant to the individual's actual or desired position within the University.

d) Training - activity required by a department/division in order for the employee to acquire skills/knowledge essential in order to perform their assigned or about to be assigned job tasks is the responsibility of the department/division/University. On individual application, the Committee may consider sharing in the funding of training where such training also incorporates a professional development opportunity.

e) Articulation and peer group meetings are not considered to be professional development or training opportunities.

3.3. ELIGIBILITY

All term and permanent bargaining unit and excluded employees are eligible to apply for Staff Development and Training funding after completion of an initial six months of continuous employment. Term employees are eligible after six months of continuous employment and will continue to be entitled providing any subsequent breaks in service do not exceed four months. Breaks in service of longer than four months will re-establish a new continuous six month requirement. Casual employees may participate in any funded group activities if space permits.

3.4. PROCEDURES TO APPLY FOR FUNDING

Applications should be submitted at least one month prior to the activity.

All sections of the form must be completed.

The form must be signed by both the applicant and the appropriate Dean, Director or designate.

Any individual who undertakes an activity prior to receiving a funding decision from the Staff Development and Training Team assumes all financial responsibility for the activity should the funding subsequently not be approved.

All applications will be funded in accordance with the Yukon University Travel Policy.

3.4.1. Group Activities

Requests/suggestions for group activities must be submitted to the Department of Human Resource Services on a Group Request for Staff Development and Training Funds Form.

Requests must be supported by at least five eligible employees.

Group activities will normally be funded to a maximum of \$5000 per activity. Partnerships are encouraged for funding of group activities costing greater than \$5000.

University staff will be advised, by Human Resource Services, of available, approved group activities.

University staff may sign up for participation in the activity (subject to seat limitations) by obtaining their supervisor's permission and then advising Human Resource Services.

Human Resource Services will normally undertake the coordination of facilities, equipment and instructor to provide the group activity.

3.4.2. Individual Activities

Requests for funding must be submitted to the Department of Human Resource Services on an Individual Request for Staff Development and Training Funds Form.

An application will be reviewed on its own merits, taking into account such criteria as 1) benefits to the employee, 2) relevance to current or desired position duties and

responsibilities, 3) benefits to the University community, 4) supervisor’s recommendation, 5) amount of funding received from previous requests.

Funding will normally be considered for registration and tuition fees, travel, accommodation, parking, car rental, taxi and bus fares, and meals (in accordance with current University travel policy). Return mileage to Whitehorse will be considered for community campus staff.

Funding will not normally be considered for membership fees in organizations, books, supplies, internet/long distance charges, extraneous fees, day care, replacement staffing, articulation and peer group meetings.

Requests for funding will not be considered until the summary report for each previously funded activity has been submitted.

Applicants who are eligible for funding from other sources must first fully draw on those sources and will not receive funding for the same expenses from the Staff Development and Training Fund.

Tuition fees paid from the Fund for courses offered through registered educational institutions are not income tax deductible by the individual.

The Staff Development and Training Team normally meets bi-weekly to adjudicate funding requests.

Human Resource Services will advise the applicant of the Team’s decision and provide authorization for the University’s designated travel agency to invoice the University directly for air travel expenses.

When the individual activity is a course offered by the University, Human Resource Services will contact the University Registrar’s Office, register the individual and arrange to be invoiced for the fee.

When the individual activity is outside the University, the individual will make their own registration, travel and accommodation arrangements. Air travel must be booked through the University's designated travel agent and in accordance with University travel policy.

Prior to traveling, a Travel Authorization Form (can be obtained from divisional administrative staff or the Finance Department) must be filled out, signed by the supervisor and kept at the employee's worksite for insurance purposes. When vacation is combined with a staff development activity, the University ensures the individual only for the days directly related to the development activity. Actual vacation days should be noted on the Travel Authorization Form.

On return, the Travel Authorization Form with appropriate receipts and clearly marked as a Staff Development reimbursement must be submitted to Human Resource Services for reimbursement. Reimbursement will be in accordance with the Yukon University Travel Policy.

If expenses exceed the funding allocated by the Team, reimbursement will be made only to the approved funding amount. Additional funding will require a second request to the Team for the difference and will be reviewed within the total funding limit.

Approval by the Staff Development and Training Team of an activity does not constitute authorization for overtime compensation in pay or time off.

Should an application be denied, the Staff Development and Training Team will provide an explanation to support its decision. An employee may appeal a decision by submitting a detailed written statement with documentation, if appropriate, to the Team, who will review the appeal at their next meeting. Should the Team's decision remain unchanged, further appeal will be in accordance with the grievance procedures outlined within the Collective Agreement.

3.5. FOLLOW-UP RESPONSIBILITIES OF THE APPLICANT

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Applicants receiving funding support must provide a one page report on the activity to the Staff Development and Training Team and must be willing to share their learning with the University should the Team deem it of interest to other employees.

Further requests for funding will not be considered until the summary report and required expense reports for any previously funded activities have been submitted.

University policy requires that an expense claim be submitted within two weeks following completion of a funded activity.

3.6. TERMS OF REFERENCE FOR THE STAFF DEVELOPMENT AND TRAINING TEAM

3.6.1. Mandate:

To facilitate and promote training and development at Yukon University, and in accordance with the Collective Agreement between the P.S.AC. and Yukon University, the Staff Development and Training Team develops policies, guidelines and procedures for the management of the Staff Development and Training Fund, adjudicates requests for funding, allocates funds and organizes group training opportunities.

3.6.2. Membership:

The Staff Development and Training Team shall consist of two management representatives as designated by the President, three bargaining unit employees, and the Director of Human Resource Services as Chair. The Team may invite additional non-voting participants as required.

3.6.3. Meetings:

The Staff Development and Training Team shall normally meet bi-weekly.

3.6.4. Minutes:

A copy of the minutes of meetings shall be posted in the Staff Development and Training folder on the University K Drive.

3.6.5. Decision Making Process:

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All Team decisions will be reached through consensus whenever possible. In the case of an inability to reach consensus, a decision will be made based on the votes of the members of the Team.

3.6.6. Quorum

A quorum shall consist of two management and two bargaining unit Team members.

3.7. ADMINISTRATIVE RESPONSIBILITY

Responsibility for the administration of this policy is vested with the Staff Development and Training Team through the Director of Human Resource Services.

4. Other Related and/or Accompanying Documents

B. FORMS (available on the Staff K Drive under Human Resource Forms)

Individual Request for Staff Development and Training Funds

Group Request for Staff Development and Training Funds

Staff Development and Training Summary Report