



Education Development and Training Committee Policies

The Value of Professional Development

In addition to learning or perfecting new skills, professional development allows each of us to experience new ideas and new techniques outside of our usual work environment. It provides us with a change in routine and a fresh new perspective on things we do daily.

The benefits are not just personal; organizations also benefit from refreshed employees with new perspectives, allowing the staff to become more efficient and productive as well as generating fresh new ideas and opportunities to improve on processes. Some of the benefits of professional development aren't always about the content of the course or workshop; both individuals and organizations will benefit from the inevitable networking and insights of colleagues and classmates. Both the individual and the organization benefit from the experiences of others. It has been shown that staff morale improves considerably when they are given these opportunities for learning, and that morale boost alone will improve customer services and the overall satisfaction and efficiency of the whole organization.

Funding will be allocated via the Education, Development and Training (EDT) Committee policies to ensure an equitable and fair distribution of funds to Association members.

To receive 100% of the annual grant from Mount Royal University, the Association shall provide a final report regarding the allocation of funds to the department of Human Resources each year. Any unused portion shall be retained by the EDT Committee for future educational assistance purposes (Collective Agreement Article 28).

Professional Development Policies (Collective Agreement Article 28)

28.3 Professional Development

- (a) To support professional development, the Board (MRU Board of Governors) will provide an annual grant of \$70,000 for the purpose of Employee education, professional development and training. Eligible education and professional development activities may include:
 - (i) post-secondary courses at Mount Royal University or other accredited post-secondary institutions;



- (ii) professional designations and related course work, including non-credit coursework where appropriate; and
- (iii) professional development seminars/conferences/workshops.

Professional development must be relevant to the applicant's career at Mount Royal University and must benefit both the individual and Mount Royal University. Therefore, courses that are taken to maintain or upgrade employment-related skills (and language courses) are acceptable, and because they relate to the applicant's current or future responsibilities are not considered a taxable benefit. It is also the assumption that the applicant will continue his/her employment at Mount Royal University once the course is completed. Reimbursement is contingent upon the course completion, passing grades received and active employment status with Mount Royal University at the time of course completion.

All applicants must be dues paying MRSA members (regular, continuing term, conditionally funded term, limited term and replacement term). Probationary employees new to the University are not eligible for these funds. Members are subject to normal admission, selection and registration procedures, and may not pre-empt other students.

Reimbursement will be given for all costs associated with post-secondary courses (excluding textbooks and exam fees not included within the course fee) and conference registration fees (including taxes). Anything purchased outside of the conference registration fee is the applicant's responsibility. Fees of memberships for professional designations will not be covered. Members must attain (where applicable) a GPA of at least 2.0 or a passing mark (in the case of a Pass/Fail system) to receive reimbursement.

Reimbursement is prorated based on the number of applicants applying in a semester and the amount requested by each applicant. There is a maximum of 5 applications per year per employee (July 1-June 30) and a maximum reimbursement of \$1000 per application. Any situation not covered by these guidelines will be reviewed on a case-by-case basis.

Personal Development and Interest (Collective Agreement Article 28)

28.4 Personal Development/Interest

- (a) To support personal development, interest, and wellness, the Board will provide an annual grant of \$25,000 for the purpose of personal development/interest based activities.

Eligible activities may include:



- (i) group (4 or more attendees) health and wellness; and
- (ii) personal interest / conferences/workshops.

Note: professional development activities will not be reimbursed through this funding.

Courses that are personal interest or technical skills not related to the applicant's employment at Mount Royal University and are taken mainly for the applicant's benefit will be considered a personal interest course and are therefore a taxable benefit. All applicants must be dues paying MRSA members (regular, continuing term, conditionally funded term, limited term and replacement term). Probationary employees new to the University are not eligible for these funds.

Reimbursement will only be given for the program or course registration fees (including taxes) for personal interest courses, conferences, workshops and recreational activities. Anything purchased beyond the registration fee is the applicant's responsibility. Membership dues for clubs, exam fees, personal training, individual lessons or transportation fees will not be reimbursed. Reimbursement for recreation courses will be limited only to those taken at Mount Royal University; no outside recreation course submissions will be accepted.

Reimbursement is prorated based on the number of applicants applying in a semester and the amount requested by each applicant. There is a maximum of 10 applications per year (July 1-June 30) and a maximum reimbursement of \$200 per application. Any situation not covered by these guidelines will be reviewed on a case-by-case basis.

Bursaries for Dependants and Spouses (Collective Agreement Article 29)

The definition of a dependant is a legal dependant under the age of 25 years at the beginning of the semester of full-time study. The definition of a spouse is an individual whom the employee is married or with whom the employee has been cohabitating for a period not less than one year.

29.1 A sum of \$16,000 shall be granted for the purpose of providing bursaries for children under the age of 25 and spouses of all MRSA members (excluding Probationary Employees) subject to the conditions below:

- (a) the children or spouse must be registered as Full-time Students in credit courses at Mount Royal University during the fall or winter semesters;
- (b) the children or spouse are subject to normal admission, selection and registration procedures and may not pre-empt other students;
- (c) provision of bursaries for a semester is contingent upon the attainment of at least a



grade point average of 2.0 across all of the courses in which a student is registered for that semester;

- (d) no student shall receive more funding than the cost of their total tuition; and
- (e) the Association shall provide the Department of Human Resources a list of bursary recipients within sixty (60) working days of the end of the fall and winter semesters. Any unused portion of the \$16,000 shall be retained by the University.

Application Deadlines:

Employees must apply for funding during the application period within the semester that the course starts.

Professional and Personal Development

Semester	Course Starting Schedule	EDT Application Submission Period	Completion Due Date
Fall	September 1- December 31	August 15- November 15	April 30
Winter	January 1- April 30	December 15-March 15	June 30
Spring	May 1- June 30	April 15- May 31	August 31
Summer	July 1- August 31	June 15- July 31	December 31

Dependant/Spousal Bursary

Semester	Course Starting Schedule	EDT Application Submission Period	Completion Form Due Date
Fall	September 1- December 31	November 30 deadline	April 30
Winter	January 1- April 30	March 31 deadline	June 30

EDT Committee Policy:

- The MRSA EDT Committee policies must be reviewed and revised yearly with the EDT Joint Committee made up of MRSA members, HR and management.
- A maximum of seven (7) MRSA members are elected to the EDT Committee for a two (2) year term (July 1-June 30).



- The MRSA EDT Committee is commissioned with setting the yearly financial budget with allotments per semester. The budget will be set for professional and personal development and dependant/spousal bursaries.
- Annually, each member of the EDT Committee must sign the MRSA Oath of Confidentiality prior to the first meeting.
- Attendance at the weekly EDT Committee meeting is encouraged as each member is receiving one (1) hour release time to be present.
- At each meeting, a record of attendance is kept, as well as minutes including discussion items and decisions made for future reference and for the MRSA yearly financial audit.
- A minimum of two (2) members is required at meetings to achieve quorum.
- A minimum of three (3) members is required at meetings when a decision must be made.
- A minimum of two (2) members must review each application before the reimbursement can be made to the applicant.
- Modular courses - These are a set of more than one course, done one at a time, over a semester or year, with a onetime payment and one overall course title.
 - If the modular courses are being taught over more than one semester, the cost and the courses can be divided into more than one semester.
 - The applicant must request this separation of courses.
 - If not requested, funding will be approved for one semester only.
- Numerous one-day courses taken in one semester to receive a diploma or certificate must meet the following criteria:
 - Courses are completed within one semester.
 - The courses require only one application to be submitted.
 - A certificate/diploma is required to show that all the courses have been completed. If this is not included, the application will be cancelled.
- Courses, workshops, and conferences not advertised before the end of the application period will not be approved.
- Private courses or courses that have a private consultation session are not approved.
- Group courses must have a minimum of four (4) people in attendance to be considered a group course.
- Auditing courses - Applicants must provide the EDT Committee with a Proof of Completion form signed by their instructor or their supervisor/manager in order to be reimbursed.
- Extensions- An extension may be granted if the applicant requests in writing before the course end date. An extension may only be granted once per application.
- Cancellation Policy:
 - Completed applications are due by the submission deadline. If they are not fully completed, they will be cancelled. In extenuating circumstances where the application is missing a portion(s), this will be reviewed on a case by case basis.



- Applications will be cancelled:
 - if the completion process has not been finished by the due date;
 - if they are a duplication;
 - if the applicant is no longer working at MRU or left before the completion date;
 - for those not eligible (not passed probationary period, over-aged dependants);
 - if the course does not meet the criteria for professional or personal development;
 - at the request of the applicant as long as an email is received for documentation purposes; or
 - if the grades are not achieved (2.0 or a Pass in a Pass/Fail system).
- Applicants have the right to appeal decisions made by the EDT Committee