



Education Development and Training (EDT) Committee Policies

'Professional' and 'Personal' EDT Applications

Funding for the combined sum of \$145,000 as described below will be allocated via the Education, Development and Training Committee (EDT) to ensure equitable and fair distribution of funds to Association members, as per the guidelines established by the EDT Joint Committee outlined in Article 28.5. To receive 100% of the annual grant, 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 Professional and Personal development purposes.

Professional Development (Collective Agreement Article 28.3)

To support professional development, the MRU Board of Governors will provide an annual grant of \$120,000 for the purpose of Employee education, professional development, and training. Eligible education and professional development activities may include:

- post-secondary courses at Mount Royal University or other accredited post-secondary institutions;
- professional designations and related course work, including non-credit coursework where appropriate; and
- professional development seminars/conferences/workshops.

Courses that are taken to maintain or upgrade employment-related skills (including Standard First Aid and all language courses) are acceptable as professional development. Because these activities relate to the applicant's current or future responsibilities reimbursements are not considered a taxable benefit, however may impact your personal tax return process.

* Applicants must indicate how activities applied for under Professional funding are relevant to the applicant's current or future career.

Personal Development and Interest (Collective Agreement Article 28.4)

To support personal development, interest, and wellness, the MRU Board of Governors will provide an annual grant of \$25,000 for the purposed of personal development/interest based activities. Eligible activities may include:

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

As personal interest taken mainly for the applicant's benefit, and not related to the applicant's employment at MRU, these reimbursements are a taxable benefit.

* Professional development activities will not be reimbursed through this funding.

Professional and Personal EDT Policies

Eligibility

- All applicants must be dues paying MRSA members (regular, continuing term, conditionally funded term, limited term and replacement term) and not on an unpaid leave.
- Probationary employees new to the University are not eligible for these funds.
 - Courses taken by the new MRSA member must begin after the probationary period has been completed
- Applicants must be actively employed at Mount Royal University at course completion.
- Applications must be made via the database following the guidelines and deadlines specified therein.

Reimbursement / Coverage

- Reimbursement is contingent on the applicant completing application process prior to established deadlines and active employment status at MRU at time of completion.
- For Professional 'graded' courses, members must attain a GPA of at least 2.0 or a passing mark (in the case of a Pass/Fail system) to receive reimbursement.
- Eligible reimbursement costs include all costs/fees associated with the course, including taxes (excluding textbooks and exam fees not included within the course fee) and conference / workshop registration fees, including taxes.
 - Anything purchased outside of the course / conference registration fee is the applicant's responsibility.
- Membership fees/dues for professional designations and clubs, exam fees, personal training or individual lessons (courses must be a minimum of 4 people), and transportation / lodging fees will not be reimbursed.
- Recreation courses will be limited only to those taken at Mount Royal University; no outside recreation course submissions will be accepted.
- Modular and multi-day courses may be eligible for an adaptive application process. See 'Multiple Course Specifications' below for detailed eligibility / application info.
 - * EDT funding will be granted to those whose positions are abolished when an application is in process, subject to the following:
 - completion criteria met within the set deadlines
 - confirmation to proceed by the former staff member

Extensions

- An extension may be granted if the applicant requests this by email before the course end date. An extension may only be granted once per application.

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Cancellations

- 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 also be cancelled:
 - if they do not fall within the appropriate semester / start date timelines;
 - if the completion process has not been finished by the deadline;
 - if they are a duplication;
 - if the applicant has left MRU before the course/activity completion date;
 - for ineligible applicants (not passed probationary period, on an unpaid leave);
 - if the course does not meet the criteria for Professional or Personal development (ie. wrong application type was used or ineligible activity) ;
 - 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).

Multiple course specifications

- Modular courses
 - These are a set of more than one course, done one at a time, over a semester or year, with a one-time 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 following the EDT deadlines.
 - The applicant must request this separation of courses.
 - If not requested, funding will be approved for one semester only.
- Numerous one-day courses
 - These are multiple one-day courses in order to receive a diploma or certificate (ie. MRU's 'Adult Educator Seminar' Series).
 - If the certificate is achieved within one semester, they can be applied for under a single application.
 - A certificate/diploma is required to show that all the courses have been completed. If this is not included by the proof of completion deadline, the application will be cancelled.
 - If the certificate will not be achieved within a single semester they must be applied for separately.
 - Regular proof of completion documentation can be supplied.

Bursaries for Dependants/Spouses (Collective Agreement Article 29)

An annual grant of \$25,000 shall be granted by the MRU Board of Governors for the purpose of providing bursaries for dependants and spouses of all MRSA members (excluding Probationary Employees). 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 grant shall be retained by the University.

Dependants and Spouses EDT Bursary Policies

Eligibility

- The Employee parent/guardian/spouse must be dues paying MRSA members (regular, continuing term, conditionally funded term, limited term and replacement term) and not on an unpaid leave, and must have passed the probationary period
- The children or spouse must be registered as Full-time Students in credit courses at Mount Royal University during the Fall or Winter semesters (minimum 3 courses/9 credits)
- The applicant must attain a grade point average of at least 2.0 for the semester;
- 'Dependant' and 'Spouse' are as defined in the MRSA Collective Agreement
- No student shall receive more funding than the cost of their total tuition

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