

GUIDELINES

STAFF TRAINING & DEVELOPMENT ARTICLE 21 SUPPORT STAFF

STATEMENT: *Both parties recognize a need to provide employees with opportunities to improve their skills and qualifications, and to prepare for promotional advancement for present or foreseeable jobs within the College.*

GUIDELINES:

1. The following guidelines have been developed to facilitate consistency in the application of the Article. These new procedures/guidelines are effective immediately and arise from the change in language of the Article during the last round of bargaining. Approval in the past for access to these funds will not guarantee approval in the future.
2. Preference shall be given to an application which clearly shows that the activity to be funded is part of the employee=s plan for career development that will prepare them for promotional advancement for present or foreseeable jobs with the College, over an application for funding for an activity unrelated to any plan.
3. Preference will be given to activities offered by an accredited recognized institution and/or a professional association which form part of a course of studies leading to a diploma, certificate, or degree.
4. Membership fees in Professional and other associations will not be paid for under this fund.
5. Access to these funds is available for regular employees only. A regular employee is defined in Article 2.5 of the Collective Agreement.
6. Auxiliary employees do not have access to this Article. Auxiliary employees may access funds through Article 33.11, College Study Benefits, providing they meet the criteria.
7. Where possible, regular employees will make every effort to access courses offered at Douglas College and apply for funding through Article 21.6, College Study Benefits. Funds for reasonable course materials may be accessed with proof of registration for the applicable courses at Douglas College.
8. Applications for funding may be obtained from any Steward or the Employee Relations Department.
9. Applications received by December 1st, February 1st, April 1st, June 1st, August 1st, and October 1st will be reviewed and approved/rejected within thirty (30) days. Applications are

considered in order of receipt and late applications may be declined.

10. Any grant approved will depend upon the availability of funds allocated to that expenditure period.
11. No single employee shall be sponsored for education and training at a total cost to the fund in excess of seven hundred dollars (\$700) in one (1) fiscal year for tuition and registration fees, reasonable course materials and travel expenses (mileage, parking, airfare). The cost of travel expenses shall not exceed the cost of tuition fees. Meals will not be eligible for reimbursement. Applications may be made for required textbooks for courses that have been accessed through Article 21.6 – College Study Benefits.
12. Any funds unexpended at the end of a period will be carried forward for expenditure in subsequent periods.
13. Applications may be approved, amended or denied by the Sub-committee.
14. Leave granted under this Article shall be without loss of seniority or benefits and shall only be for a period sufficient to cover attendance at the activity plus travel time.
15. Regular employees who are on one of the following approved leaves of absence without pay (Educational Leave, General Leave, Maternity Leave, Parental Leave, Adoption Leave, and Lay-off with Re-call), will be eligible to apply for funding through the Education & Training Fund. Employees who are absent from work and receiving STIP and/or Long Term Disability benefits, may apply for funding providing it forms part of a rehabilitation program.
16. Employees who have received approval from this fund will provide to the committee either proof of attendance, certificate of completion, or copy of transcripts/grades. In the event that an employee does not attend, fails or withdraws from an approved education and training activity, the College is authorized to commence payroll deductions until the total amount paid by the Education and Training Fund has been deducted (maximum recovery rate shall not exceed five percent (5%) of an employee's basic bi-weekly salary).
17. If an employee terminates employment with the College prior to completion of a course, the College is authorized to deduct a pro-rata portion of the total fee(s) from the employee's final paycheck.