

<b>TYPE:</b>	Employment-Related
<b>TITLE:</b>	Professional Development
<b>NO.:</b>	EMPL-307
<b>RESPONSIBILITY:</b>	Chief Administrative Officer & AVP, Human Resources & Equity
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	May 2022
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## 1. Introduction

Durham College recognizes the importance of academic [credentials](#), including diplomas, degrees, and advance degrees. As a learning organization, Durham College is committed to supporting [employees](#) in their achievement of academic credentials that will enhance the quality of education and experience we provide to our [students](#).

## 2. Purpose

The purpose of this policy and procedure is to articulate the commitment of the organization and employees' roles and responsibilities to and for professional development.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Professional development is an investment in people whose work performance serves as a foundation for the College to succeed in its mission.
- 4.2. Professional development focused on College goals and employee needs serves as a foundation for the College living its mission and contributing to the growth of its employees.
- 4.3. This policy applies to Durham College full-time permanent employees, as well as the regular part-time support staff employee group.

- 4.4. All employee professional development costs, to which this policy applies, are to be funded under this Policy. Employees cannot be further supplemented for these, or any associated, costs beyond the central account.
- 4.5. Employees who receive [tuition](#) advancement or reimbursement agree to remain employed by Durham College for a minimum of three years, following the completion of the degree. Employees who leave employment prior to three years following the completion of the degree will be required to repay 50 percent of the tuition funds they were advanced or reimbursed under this policy.
- 4.6. Typically, employees will be eligible for completion of one degree, in each level, under the terms of this policy.

## 5. Procedure

### 5.1. Undergraduate programs

- 5.1.1. Durham College will reimburse 50 percent of tuition for employees successfully completing courses, to a maximum of \$3,000 (CDN) per calendar year. The reimbursement amount is calculated based on the year in which the course was completed. Employees can also request tuition advancement for the full tuition prior to the start of each course. The total amount owed by the employee, 50 percent of total tuition, will be automatically deducted from the employee's pay over the course duration.
- 5.1.2. To be eligible for reimbursement, the credential must be relevant to the employee's job responsibilities/teaching assignment.
- 5.1.3. A completed tuition reimbursement planning and approval form is required, prior to the start of the program.
- 5.1.4. To access tuition reimbursement or advancement for each course, the employee must have completed a tuition reimbursement or advancement request form that has been approved by his or her immediate [supervisor](#).
- 5.1.5. The request form is to be sent to Human Resources for processing.
- 5.1.6. Upon successful completion of the course, employees must provide a grade report for Human Resources' records. If a grade report is not received, future application submissions will not be processed.
- 5.1.7. Employees who do not successfully complete their [program of study](#) will be required to reimburse the College for any or all advances.

- 5.1.8. For programs taken in another Country, additional documentation is required to support the currency exchange rates that occurred at time of payment.
  - 5.1.9. For undergraduate programs taken at Ontario Tech University, the employee must be registered as an Ontario Tech University student through the normal admissions process. In this case, Ontario Tech University may reimburse a specific amount which is defined on an annual basis.
- 5.2. Post-graduate studies
- 5.2.1. Durham College will reimburse 50 percent of tuition for employees successfully completing courses to a maximum of \$5,000 (CDN) dollars per calendar year. Employees can also request tuition advancement for the full tuition prior to the start of each course. The total amount owed by the employee, 50 percent of total tuition, will be automatically deducted from the employee's pay over the course duration.
  - 5.2.2. To be eligible for reimbursement at this rate, the graduate degree must be relevant to the employee's job responsibilities/teaching assignment and must have prior approval of the supervisor, department head, and the appropriate Vice-President.
  - 5.2.3. Post-graduate degrees that are not related to the employee's job responsibilities and/or teaching assignment will be reimbursed at the same rate as undergraduate degrees. (See Section 5.1)
  - 5.2.4. Employees pursuing a doctoral degree will be eligible for reimbursement for a maximum of six years. Applicants can apply to the Chief Administrative Officer for extra time if circumstances warrant an extension.
  - 5.2.5. Employees pursuing a Master's degree will be eligible for reimbursement for a maximum of two years. Applicants can apply to the Chief Administrative Officer for extra time if circumstances warrant an extension.
  - 5.2.6. A completed tuition reimbursement planning and approval form is required, prior to the start of the program.
  - 5.2.7. To access tuition reimbursement or advancement for each course, the employee must have completed a tuition reimbursement or advancement request form that has been approved by his or her immediate supervisor.
  - 5.2.8. The request form is to be sent to Human Resources for processing.

- 5.2.9. Upon successful completion of the course, employees must provide a grade report for Human Resources' records. If a grade report is not received, future application submissions will not be processed.
  - 5.2.10. Employees who do not successfully complete their program of study will be required to reimburse the College for any or all advances.
  - 5.2.11. For programs taken in another Country, additional documentation is required to support the currency exchange rates that occurred at time of payment.
- 5.3. Diploma and certificate programs
- 5.3.1. Durham College will reimburse 50 percent of tuition for successfully completing post-secondary courses, to a maximum of \$3,000 per academic year (September 1 to August 31). Employees can also request tuition advancement for the full tuition prior to the start of each course. The total amount owed by the employee, 50 percent of total tuition, will be automatically deducted from the employee's pay over the course duration.
  - 5.3.2. To be eligible for reimbursement, the diploma or certificate must be relevant to the employee's job responsibilities/teaching assignment and must have prior approval of the supervisor, department head, and the appropriate Vice-President
  - 5.3.3. A completed tuition reimbursement planning and approval form is required, prior to the start of the program.
  - 5.3.4. To access tuition reimbursement or advancement for each course, the employee must have completed a tuition reimbursement or advancement request form that has been approved by his or her immediate supervisor.
  - 5.3.5. The request form is to be sent to Human Resources for processing.
  - 5.3.6. Upon successful completion of the course, employees must provide a grade report for Human Resources' records. If a grade report is not received, future application submissions will not be processed.
  - 5.3.7. Employees who do not successfully complete their program of study will be required to reimburse the College for any or all advances.
  - 5.3.8. For programs taken in another Country, additional documentation is required to support the currency exchange rates that occurred at time of payment.

#### 5.4. Access to Part-time Courses

- 5.4.1. Employees are eligible to access part-time courses with regulated tuition, at a reduced fee. Please refer to the Durham College Employee Access to Part-time Courses at a Reduced Fee policy and procedure EMPL-305.

#### 5.5. Other professional development activities

- 5.5.1. Participation in other professional development-related activities is to be planned in advance with approval of an employee's manager. Associated costs are the responsibility of the employee's department. These activities are considered paid work time and any related expenses require prior approval and must follow the Durham College Business and Travel Expense Reimbursement policy and procedure ADMIN-215.

### **6. Roles and responsibilities**

- 6.1. Co-ordination of College-sponsored programs completed under this policy is the responsibility of the Associate Vice-President, Human Resources & Equity.
- 6.2. Co-ordination of professional development is a shared responsibility between an employee and their immediate supervisor. The immediate supervisor will have responsibility for ensuring specific requests comply with the employee's professional development plan. Approval of the immediate supervisor will include verification of activity, scheduling and availability of funds if financial assistance is required.
- 6.3. Durham College recognizes that professional development is a shared responsibility between the organization and its employees. The College has a responsibility to encourage and support the continuous development of employees. Each employee has the responsibility to seek out their own professional and career development.
- 6.4. Immediate supervisors and Vice-Presidents are responsible for approving tuition advance and reimbursement requests.
- 6.5. Employees are responsible for obtaining appropriate approvals for professional development in advance of program registration, as well as providing required documentation to support the advance/reimbursement, including transcripts and showing successful completion of courses.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

## **8. Non-compliance implications**

Failure to invest in the professional development of individual employees or groups of employees could result in the College not being able to best meet the needs of students, in and/or out of the classroom.

## **9. Related forms, legislation or external resources**

- Academic College Agreement – Article 11.01 (H), 11.04 (B) and 20
- Administrative Staff Performance Planning and Development System
- Administrative Staff Terms and Conditions of Employment – Section 6.7
- Faculty Performance Review and Planning Process
- Support Staff Collective Agreement – Articles 9.3 and 9.5
- Support Staff Performance Review and Planning Process.