

## COLLEGE POLICY

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<b>POLICY TYPE:</b>	<b>Employment-Related</b>
<b>POLICY TITLE:</b>	<b>Employee Access to Part-time Courses at a Reduced Fee</b>
<b>POLICY #:</b>	<b>EMPL - 305</b>
<b>RESPONSIBILITY:</b>	<b>Vice-President, Human Resources</b>
<b>POLICY APPROVED BY:</b>	<b>Durham College Leadership Team</b>
<b>EFFECTIVE DATE:</b>	<b>November 2008</b>
<b>REVISED:</b>	<b>September 2009</b>
<b>REVIEW DATE:</b>	<b>September 2010</b>

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### Introduction

Durham College recognizes the importance of its most valued resource - its colleagues. As a learning organization, Durham College is committed to providing and encouraging personal and professional development to its employees and their families. This policy confirms our commitment to promote life long learning, enhance staff satisfaction, and maintain exceptional staff retention.

### Purpose

This policy provides campus colleagues the opportunity to take courses for professional/personal development at a reduced rate.

### Definitions

Campus Colleagues:

- full-time colleagues (Durham College and UOIT) and immediate family members (husband/wife or spousal equivalent and children);
- current part-time colleagues (Durham College and UOIT);
- retired colleagues (Durham College and UOIT).

### Policy Statements

Durham College will provide campus colleagues seats in courses in the continuing education operations in order to promote lifelong learning among colleagues.

Costs to a Campus Colleague:

Credit Courses: Tuition of \$20.00 + Supplies (if applicable).

General Interest Courses: Tuition of \$20.00 + GST + Supplies (if applicable).

### Roles and Responsibilities

It is the responsibility of the Vice-President, Human Resources to ensure that this policy is fully implemented. A detailed description of responsibilities can be found in the Employee Access to Part-time Courses at a reduced fee procedure.

**Non-compliance Implications**

Not applicable.

**Related Procedures**

Employee Access to Part-time Courses at a Reduced Fee

**Related Policies and Directives**

Support Staff Collective Agreement – Article 9.4  
Academic Employees Collective Agreement – Article 12.01  
Retiree Benefits Policy (EMPL – 310)