

NIPISSING UNIVERSITY STUDENT UNION



Professional Development Policy

Approved by the Board of Directors on: December 2, 2019

Amended by the Board of Directors on:



1. Introduction

1.1. Scope:

This policy refers to NUSU's learning and development programs and activities for employees. This applies to all permanent employees. Employees with temporary/short-term contracts might attend trainings at their manager's discretion.

NUSU is committed to supporting employee professional development that enhance the performance of both the individual and NUSU. The purpose of this policy is to:

- Support employee development to ensure that employees maintain their acquired skills and job qualifications;
- Provide opportunities for employees to add to and improve their skills to support future advancement with NUSU;
- Ensure fairness and equity in the application of employee professional development opportunities.

2. General Guidelines:

- 2.1. All eligible employees are covered by this policy without discriminating against rank or protected characteristics.
- 2.2. Training records should be kept for reference and better improvement opportunities.
- 2.3. All employee development efforts should respect cost and time limitations, as well as individual and business needs.
- 2.4. Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.
- 2.5. In general, these are the employee trainings encouraged:
 - 2.5.1. Formal training sessions (individual or corporate)
 - 2.5.2. Employee coaching and mentoring
 - 2.5.3. Participating in conferences
 - 2.5.4. On-the-job training
 - 2.5.5. Job shadowing



2.5.6. Job rotation

3. Individual Training Programs:

- 3.1. All employees that have worked for the company more than four months are eligible to participate in external training programs individually or in teams. A budget is set for each employee at the beginning of the fiscal year, which will renew annually. Employees can be absent for training for up to 10 paid days per year.
- 3.2. Employees can choose to attend as many training programs as they want, provided they don't exceed the budget and day limit. If they do, they'll have to use their vacation days or banked hours if any and pay any extra fees themselves.
- 3.3. Employees will have to bring proof of attendance.
- 3.4. Any employee training that the company mandates is excluded from the training budget and time limit. NUSU may take care of the entire cost.
- 3.5. All trainings should consider what employees need and how they can learn best.

4. Corporate Training Programs

- 4.1. Corporate training programs occasionally engage experts to train employees. NUSU will cover the entire cost in this case. An example of this kind of training and development are leadership training and first aid.
- 4.2. Employees won't have to pay or use their leave for these types of trainings.
- 4.3. Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring subordinates.
- 4.4. NUSU can also arrange for subscriptions or educational materials, so employees will have access to news, articles and other material that can help them become better at their job. There are two conditions for this:
 - 4.4.1. Subscription/Material should be directly job-related
 - 4.4.2. All relevant fees should not exceed a set limit per person
 - 4.4.3. This list doesn't include software licenses or other tools that are necessary for employees' jobs.



5. Procedure

5.1. Requests for professional development will be reviewed on an annual basis and approved by the Professional Development Committee. The Committee* will consist of:

5.1.1. The Human Resources/Finance Manager

5.1.2. Executive Committee

* not submitting personal requests for professional development

5.2. In reviewing requests, the Committee shall consider the following criteria: relevance to employee's current work and organizational priorities; funds available, budget; and funds allocated to the employee to date.

5.3. Procedure for Allocation of Professional Development Funds

5.3.1. In accordance with development goals formulated, an employee completes a professional development or **Request to Attend Seminar/Conference** form.

5.3.2. A completed form, supported by the managerial supervisor, is submitted to the Professional Development Committee for review and approval

5.3.3. The employee is formally notified of the Committee's decision with respect to their request, may proceed to register for the professional development opportunity.

5.3.4. With respect to training support, the employee submits a cheque request or obtain approval to use company credit card (where available).

5.3.5. With respect to tuition reimbursement support, upon completion of a course, the employee submits proof of passing the course along with receipt of payment. Tuition reimbursement will be processed separately depending on whether the course is deemed a taxable or non-taxable benefit as defined by Revenue Canada.

5.3.6. NUSU will not reimburse employees for courses not successfully completed.

5.3.7. Generally, NUSU will cover any training fees including registration and examination. Transportation, accommodation and personal expenses may also be covered. This is left to the Committee's discretion.

5.3.8. Requests for professional development received after May 31st, or less than \$200, may be evaluated and considered contingent on remaining funds available.



Request to Attend Seminar/Conference

INFORMATION	
Name	
Department	
Manager	
Name of the Seminar or Conference (wherever possible, a copy of the synopsis of the seminar or course should be attached):	
Start Date:	End Date:
<p>Is this seminar or conference directly related to either your current position or one that will provide you with skills necessary for movement to another position with NUSU?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Please explain why you should attend:</p>	
Cost of Attendance, including travel and expenses where required:	
Approval to Attend Seminar or Conference	
Executive's Signature:	Date:
Executive's Signature:	Date:



<Date>

<Name>

<Address>

**Private and Confidential
Hand Delivered**

Dear <Name>:

This letter serves as notification that your request to attend <training, seminar or conference> on <date> in <location> has been denied.

We encourage our employees to participate in <training, seminars or conferences but unfortunately at this time, we cannot send you due to <cost restraints, budget, poor timing, coverage, etc.>.

Yours truly,

<Name>

<Title>