



Policy Title:	Employee Learning & Development
Policy ID:	3-346
Manual Classification:	Section 3 – Human Resources
Approved by Board of Governors:	April 2022
Original Approval Date:	April 2022
Effective Date:	January 2024
Next Policy Review Date:	2027
Contacts for Policy Interpretation:	Vice President, Organizational Effectiveness and Human Resources

1.0 – Policy Overview

This policy (the “**Policy**”) provides a framework for the development opportunities available to eligible Fleming College employees, pursuant to the College’s belief in the value of lifelong learning, current and emerging strategic and operational requirements, benefits to employees and to students of ongoing employee development of skills and abilities, and responsible financial stewardship.

2.0 – Purpose

The purpose of this Policy is to provide a framework for procedures and practices governing current and emerging development programs, initiatives, and opportunities for the College’s Eligible Employees.

3.0 – Definitions and Acronyms

The following definitions and Acronyms apply to this policy and its linked procedure(s):

Eligible Employees: Eligible Employees are employees who qualify for financial and/or other support for learning and development activities. These employees are defined in each individual operating procedure.

4.0 - Scope

This policy applies to all Fleming College employees as defined in the College’s operating procedures, legal or regulatory frameworks, and collective agreements.

5.0 - General Principles

5.1 – Types of Employee Learning and Development

- a) **Fleming Tuition Subsidy:** Eligible Employees may take Fleming College programs or courses funded by the Ministry of Colleges and Universities, or other programs or courses as mutually agreed, on their own time for a tuition fee of not more than \$20.00 per course as outlined in OP 3-346A Fleming Tuition Subsidy.
- b) **Tuition Reimbursement:** Eligible Employees may receive financial support for tuition and ancillary fees to pursue a certificate, diploma, or degree at an accredited institution other than Fleming College as outlined in OP 3-346B Tuition Reimbursement.
- c) **Professional Development and Professional Development Leaves (Sabbaticals):** The College will support professional development (PD) financially as required in collective agreements and as approved for Administrators. PD includes College-wide, School-wide, and/or department-wide professional development activities as outlined in OP 3-346C Professional Development.
- d) **Self-Directed Learning & Other:** The College encourages employees to undertake self-directed learning, engage in mentoring activities, participate in job shadows, and otherwise develop skills and knowledge.

6.0 – Related Documents

- Academic Employee Collective Agreement
- Part-Time Support Staff Collective Agreement
- Support Staff Collective Agreement
- OP 3-346A Fleming Tuition Subsidy
- OP 3-346B Tuition Reimbursement
- OP 3-346C-1 Professional Development – Academic Employees
- OP 3-346C-2 Professional Development – Support Staff
- OP 3-346C-3 Professional Development – Administrators

12.0 - History of Amendments/Reviews

Date	Actions
April 2022	Original approved, replaced #2-209 Staff Tuition and 3-335 Faculty Professional Development
October 2023	Reviewed, no updated