

Policy Title:	Employee Development
Policy ID:	3-346
Manual Classification:	Section 3 – Human Resources
Approved by:	Board of Governors
Revision Date(s):	N/A – New – replaced #2-209 Staff Tuition Fees and #3-335 Faculty Professional Development Policies
Effective Date:	April 1, 2022 (TBC)
Next Policy Review Date:	April 2027
Contacts for Policy Interpretation:	Vice-President, Organizational Effectiveness & Human Resources Director, Equity, Diversity, & Inclusion and Organizational Development

1.0 - Policy Overview

This policy (the “**Policy**”) provides a framework for the development opportunities available to eligible Fleming College employees, recognizing the need to consider 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/or acronyms apply in this Policy:

Eligible Employees	Eligible Employees are normally post-probationary full-time and regular part-time employees. Other employees who qualify for financial and/or other support for development activities as defined in each operating procedure are identified in the procedure.
Tuition Support	The acquisition of a post-secondary certificate, diploma, or degree from an accredited institution other than Fleming College, based on an evaluation component.

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 - Overview – Types of Employee Development

- a) **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. (OP 3-346A Tuition Subsidy)
- b) **Tuition Support** – 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 Support.
- c) **Professional Development (PD) and Professional Development Leaves (Sabbaticals)** – the College will support professional development financially and with PD leave as required in collective agreements and as approved for administrators. PD also includes College-wide, School-wide, and/or department-wide professional development to support continuing employee development. The College offers professional development leaves of one to 12 months, annually, considering factors including the relevance of the proposed activity to the College's current and emerging strategic and operational needs, the benefit to employees and to students, and the increase in the employee's skills and knowledge (OP 3-346C Professional Development)
- d) **Self-Directed Learning & Other** – the College encourages employees to undertake self-directed learning (for example, through LinkedIn Learning), engage in mentoring activities, participate in job shadows, and otherwise develop skills and knowledge.

6.0 - Related Documents

- Academic Employee Collective Agreement
- Operating Procedures:
 - OP 3-346A Fleming Tuition Subsidy
 - OP 3-346B Continuing Education
 - OP 3-346C-1 Professional Development – Faculty
 - OP 3-346C-2 Professional Development – Support Staff
 - OP 3-346C-3 Professional Development - Administrators
- Part-Time Support Staff Collective Agreement
- Support Staff Collective Agreement