


Policy #	HR 112
Approved by:	Lori A. Diduch
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Policy Holder Signature:	
Policy Holder:	Vice President, Human Resources and Organizational Effectiveness
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Professional Development Policy

Purpose/Rationale

The Humber College Institute of Technology and Advanced Learning (hereafter referred to as “Humber” or the “College”) is committed to investing in employees’ professional development, in order to build their capability and to support the effective delivery of an exceptional student experience. While Humber recognizes that employees bear the primary responsibility for undertaking continuous professional improvement in knowledge and skills, the College supports this through a variety of programs and instruments through which employees can access professional development programs. The overarching principle behind Humber’s approach to professional development is to provide diverse and multi-layered programs and instruments that allow employees to meet their professional development needs and improve employee engagement.

This document is available in alternate format on request.

Scope

This policy covers access to programs and instruments supporting professional development available internally through programs offered by the Organizational Effectiveness Department, the Tuition Assistance Program (TAP) and the Graduate Assistance Program (GAP). Also discussed in this policy are programs that are available through the Centre for Teaching and Learning and the Office of the Registrar, which may be administered under separate and individual policies.

This policy explicitly addresses professional development opportunities that are available to employees at Humber or at other accredited institutions through corporate or centralized professional development programs and mechanisms described within this policy. Professional development opportunities such as courses, conferences, seminars, etc. that are approved for employees at the departmental or divisional levels, and which draw on decentralized budgets are not covered under this policy. However, divisional/departmental budget holders are encouraged to first seek out professional development and personal development (development that addresses behavioural gaps in the workplace) opportunities for their employees through centralized programs before electing to underwrite these costs from their budgets. When making

the decision to pay for professional or personal development from decentralized budgets, budget holders are encouraged to apply the criteria described below under section 2.2 of this policy.

This policy applies to all full-time (admin, support, academic), part-time (admin, academic, regular part-time support staff) and partial load employees under contract. Access to different professional development programs are specific to each program, employee type and funding criteria. It is therefore advised that employees reference the eligibility criteria for each program for more details.

Definitions

Competencies: Competencies are collections of knowledge, skills, abilities, and other characteristics that are needed for effective performance.

Professional Development: Professional development includes a wide range of learning opportunities and experiences that build skills and deepen professional competency. Professional development activities can be short term and job related, or can be over a longer period and related to a future job opportunity. Professional development activities can include (but are not limited to): specialized training; formal education; mentoring; coaching; conferences; work attachments and rotations.

Policy

1. Humber College will set its organizational goals and priorities, develop and implement a range of strategies, programs and instruments designed to build employees progressive professional credentials which will enable them to contribute to achieving the College's strategic goals.
2. Preference will be given to requests to access professional development that:
 - 2.1. Build on competencies (core, technical and leadership/business) required to effectively perform in an employee's current role.
 - 2.2. Support an employee's development plan within their current role.
 - 2.3. Build competencies and needs aligned to Humber's Strategic Plan.
 - 2.4. Advance talent strategies and programs such as succession by building competencies in readiness for potential succession turns.
 - 2.5. Satisfy agreed development or competency requirements as laid out under a Collective Agreement.
3. The College will approve requests, taking into consideration the factors identified above, as well as eligibility requirements and budgets specific to each instrument accessible by employees for professional development.
4. Professional development activities, such as workshops, conferences, seminars, internal training programs offered as part of Humber's Learning and Development Calendar and specialized customized programs may be supported by the College through a variety of support which may include: financial educational assistance, release time (with or without payment), direct provision, full tuition or through some combination of these. The determination of the type of support offered is determined through a number of factors including those outlined in section 2.2, the specific eligibility requirements of each development instrument and the appropriate level of approval.

5. Humber's policy related to each instrument and professional development support is laid out below.
 - 5.1. Humber College Learning & Development Calendar of Internally Provided Programs
 - 5.1.1. Humber will offer opportunities for all employees and intact teams to build their professional competencies through a number of short programs and workshops managed by the Organizational Effectiveness Department.
 - 5.1.2. All full-time (admin, support, academic), part-time (admin, academic, regular part-time, regular support staff) and partial load employees under contract are eligible to access these internally provided programs.
 - 5.1.3. Employees and teams may register for these programs when they are being offered or may seek customized training for their team by making a request through their managers, who will contact the Organizational Effectiveness Department.
 - 5.1.4. Internally provided programs are provided each semester, and are published through the Learning and Development Calendar.
 - 5.1.5. More detailed information on access and eligibility may be obtained from the following website <http://hrs.humber.ca/learning>.
 - 5.2. Programs offered by the Centre for Teaching and Learning
 - 5.2.1. Humber will offer opportunities for employees to build their professional competencies through specially developed short programs and workshops managed by the Centre for Teaching and Learning.
 - 5.2.2. All academic staff are eligible to access these programs.
 - 5.2.3. More detailed information on access and eligibility may be obtained from the following website <http://www.humber.ca/centreforteachingandlearning/>.
 - 5.3. Humber College Funded Credit Courses - Tuition Fees
 - 5.3.1. Humber will offer opportunities for employees to participate in Humber's funded credit courses
 - 5.3.2. All full-time (admin, support, academic), partial load employees under contract and regular part-time (RPT) support staff are eligible to access these credit courses.
 - 5.3.3. A reduced tuition or enrollment cost of \$20.00 per approved course, plus the cost of required course materials will be charged.
 - 5.3.4. To be eligible to take these courses, employees must meet the College's entrance and admission requirements and will be subject to academic policies as part of the eligibility requirements.
 - 5.3.5. More detailed information on access and eligibility may be obtained from the Office of the Registrar.
 - 5.4. Educational Assistance - Tuition Assistance Program (TAP)
 - 5.4.1. Tuition assistance is available to employees where Humber provides financial assistance for certificate, diploma, degree, doctoral programs and/or professional association courses taken at an accredited post-secondary institution or professional associations.
 - 5.4.2. Eligibility and Requirements:
 - 5.4.2.1. Group 1: All full-time (admin, support, academic) employees with six months or more service (including full-time employees on sabbatical or maternity/paternity leave).
 - 5.4.2.2. Group 2: Part-time (admin, academic, partial load employees under contract and regular-part time support staff) employees who have achieved a minimum of one (1) year continuous employment.

- 5.4.2.3. Employees must be in good standing.
 - 5.4.2.4. Employees must remain employed with Humber throughout the completion of their course of study to qualify for reimbursement.
 - 5.4.2.5. All courses/programs must be taken at an accredited post-secondary institution.
 - 5.4.2.6. Reimbursements will only be paid upon successful completion of the course/program.
 - 5.4.2.7. Courses/Programs must satisfy at least one of the categories listed above at section 5.2 of this policy.
 - 5.4.2.8. To access the TAP benefit, employees must complete an application form.
 - 5.4.2.9. Group 1: A maximum of \$1,000 per employee (described above in Group 1) is available each fiscal year (April 1 – March 31) for reimbursement of tuition fee costs only for courses taken within that fiscal year.
 - 5.4.2.10. Group 2: 50% of the cost of tuition up to a maximum of \$500 per employee (described above in Group 2) is available each fiscal year (April 1 – March 31) for reimbursement of tuition fee costs only for courses taken within that fiscal year.
 - 5.4.2.11. This program does not cover non tuition reimbursements such as books, seminars, conferences, certification exams, extension fees, membership fees, “one-off” events, meals, lodgings, transportation or parking.
 - 5.4.2.12. More detailed information on the Tuition Assistance Program can be found at <http://hrs.humber.ca/learning/tuition.html>. Management of this instrument is the responsibility of the Organizational Effectiveness Department.
- 5.5. Educational Scholarships – Post-secondary Degrees and Graduate Assistance Program (GAP)
- 5.5.1. Tuition assistance is available to employees seeking to advance their education through discipline-specific post-secondary degrees, Master or Doctoral degrees at an accredited post-secondary institution.
 - 5.5.2. Funding under this program will be provided up to a maximum of four (4) years for each individual program. Each new program requires a new application.
 - 5.5.3. Eligibility and Requirements:
 - 5.5.3.1. Eligible employees include all full-time (admin, support, academic) who have completed their probationary period at Humber.
 - 5.5.3.2. Eligible employees must at the time of application have no disciplinary action initiated or ongoing against them.
 - 5.5.3.3. Employees must remain employed with Humber throughout their program and up to 2 years after completion of their program of study. Where the employee voluntarily leaves, the employee will be required to reimburse Humber according to the following schedule:
 - 5.5.3.4. If the employee leaves within 12 months of completing the program, 80 percent of the total costs provided by Humber from the start of the program must be reimbursed.
 - 5.5.3.5. If the employee leaves between 13-24 months after completion of the program, 50 percent of the total costs provided by Humber from the start of the program must be reimbursed.
 - 5.5.3.6. Exceptions to these conditions of reimbursement are made on a case-by-case basis, requiring Humber Executive Team approval.
 - 5.5.3.7. All post graduate programs must be taken at an accredited post-secondary institution approved by Humber.
 - 5.5.3.8. Courses/Programs must satisfy at least one of the categories listed in section 2.2 of this policy.

- 5.5.3.9. Preference will be given to employees with 3 or more years of service.
- 5.5.3.10. Preference will be given to employees with an outstanding performance record.
- 5.5.3.11. Priority will be given to employees pursuing their first post-secondary, Graduate or post graduate degree (or equivalent).
- 5.5.3.12. Priority will be given to employees who have not previously benefitted from this funding instrument or any other previously funded program such as the Employee Scholarship Fund (ESF).
- 5.5.3.13. To access the GAP instrument, employees must complete an application form.
- 5.5.3.14. Applicants will need to obtain approval and recommendation from their immediate supervisor on their application form.
- 5.5.4. Employees may access monetary assistance equal to 50% of their annual tuition fees up to a maximum of \$5,000 per year.
- 5.5.5. Monetary assistance is paid out in the form of a reimbursement for tuition fee costs only. This program does not cover non tuition reimbursements such as books, meals, lodgings, transportation or parking.
- 5.5.6. Each year the College will set its budget for the program. Yearly budgetary decisions will depend on the utilization of the program fund and on the strategic financial investment Humber would strive to make towards employees' professional development.
- 5.5.7. Each year the College will also declare the total number of awards that will be granted pursuant to post-secondary, Degree and Post Graduate programs across Admin, Support and Faculty employees and a "call for applications" will be made.
- 5.5.8. The Organizational Effectiveness Department will manage this program, following the above criteria and will recommend eligible employees each year to the Humber Executive Team.
- 5.5.9. The Humber Executive Team will approve/decline all recommendations made by the Organizational Effectiveness Department.
- 5.5.10. Employees will be invited to submit an application package adhering to the following requirements:

5.6. Professional Development Leaves of Absence

The College endeavours to support all full-time (admin, support, academic) employees who wish to take a leave of absence with/without pay from regularly scheduled work to pursue College-approved academic or technical studies related to professional development outside Humber College, particularly where such activities will enhance Humber's commitment to exceptional student experience and leadership in teaching and learning. Humber's policy related to professional development leaves of absence is administered in accordance with the terms set out in each applicable Collective Agreement.

5.7. Wellness Program

- 5.7.1. In-keeping with Humber's commitment to promote employee and student wellness and well-being, the College will provide a number of wellness programs and an array of opportunities that support employees to meet the following objectives:
 - 5.7.1.1. Encourage employees to participate in programs and activities that promote personal well-being and development
 - 5.7.1.2. Raise employees' awareness of work-life balance and a healthy life-style
 - 5.7.1.3. Create opportunities for building positive work relationships
 - 5.7.1.4. Celebrate and recognize employees in a meaningful way

- 5.7.2. Employee Appreciation Week – each year, Humber will set aside one (1) week for employee appreciation events designed to achieve all of the objectives identified above at 5.7.1
- 5.7.3. Employee Assistance Program – Humber provides access to professional third party, qualified counsellors to assist full time employees and their family through a range of challenges. More detailed information on this confidential program can be accessed via hrs.humber.ca
- 5.7.4. Other programs and activities may be implemented as appropriate to support and advance employee wellness. These programs, once defined, will be communicated through Humber’s Communique and other mechanisms.

References:

Academic Employees Collective Agreement, Article 20

Faculty Professional Development Code - 337

Faculty Sabbatical Leave Code - 336

Part-Time Support Staff Collective Agreement, Article 12

Support Staff Collective Agreement, Article 9.3

[Tuition Assistance Program](#)

Tuition Reimbursement Code - 350