

Humber College is committed to investing in employees' professional development. The College supports its employees professional improvement through a variety of programs and instruments. Humber's main goal is to provide access to diverse and multi-layered programs and instruments that allow employees to meet their professional development needs, improve employee engagement and to build employees progressive professional credentials which will enable them to contribute to achieving the College's strategic goals.

Here is an Overview of professional development programs available to employees:



Humber College Learning & Development Calendar of Internally Provided Programs

Humber offers 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.



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.



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.



Programs are **provided each semester**, and are published through the **Learning and Development Calendar**.

More detailed information on access and eligibility may be obtained from the following website [Learning and Development website](#).



Programs offered by the Innovative Learning team

Humber will offer opportunities for employees to build their professional competencies through specially developed short programs and workshops managed by the Innovative Learning team.



All **academic staff** are eligible to access these programs.

Detailed information on access and eligibility may be obtained from [the Innovative Learning website](#).



Professional Development Leaves of Absence

The College endeavours to support all **full-time 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 Agreements](#).



Humber College Funded Credit Courses - Tuition Fees

Humber will offer opportunities for employees to participate in Humber's funded credit courses.



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.



A **reduced tuition or enrollment cost of \$20.00 per approved course**, plus the cost of required course materials will be charged.



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.**

More detailed information on access and eligibility may be obtained from the [Office of the Registrar](#).

Educational Assistance Tuition Assistance Program (TAP)

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.



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) - **maximum of \$1,000 per employee is available each fiscal year.**

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 - **50% of the cost of tuition up to a maximum of \$500 per employee is available each fiscal year.**



- Employees must be in **good standing.**
- Employees **must remain employed with Humber** throughout the completion of their course of study.
- All courses/programs must be taken at an **accredited post-secondary institution.**
- Reimbursements will only be paid **upon successful completion** of the course/program.
- Courses/Programs must **satisfy at least one of the categories** listed in section 5.2 of the Professional Development Policy.
- To access the TAP benefit, employees must **complete an application form.**
- This program **does not cover non tuition reimbursements.**

Visit the [Tuition Assistance Program \(TAP\) section](#) of the Learning and Development website to learn more about this program.

Educational Scholarships Post-secondary Degrees and Graduate Assistance Program (GAP)

- 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.
- Funding under this program will be provided up to a maximum of \$5000 per year for a total of four (4) years for each individual program. Each new program requires a new application.
- The Organizational Effectiveness Department will manage this program, following the above criteria and will recommend eligible employees each year to the Executive Leadership Team.
- The Executive Leadership Team will approve/decline all recommendations made by the Organizational Effectiveness Department.



- All post graduate programs must be taken at an **accredited post-secondary institution approved by Humber.**
- Eligible **employees include all full-time staff who have completed their probationary period at Humber;** these employees **must have no disciplinary action initiated or ongoing against them** at the time of application.
- 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 before the 2-year mark, the employee will be required to reimburse Humber as outlined in the Professional Development Policy.



- To access the GAP instrument, employees must **complete an application form.**
- Applicants will need to obtain **approval and recommendation from their immediate supervisor** on their application form.
- Employees **may access monetary assistance** equal to 50% of their annual tuition fees up to a maximum of \$5,000 per year.
- 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.

Visit the [Graduate Assistance Program \(GAP\) section](#) of the Learning and Development website to learn more about this program.

Wellness Program

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:

- Encourage employees to participate in programs and activities that **promote personal well-being and development.**
- Raise employees' awareness of **work-life balance and a healthy life-style.**
- Create opportunities for building **positive work relationships.**
- Celebrate and recognize employees in a meaningful way; such as **Employee Appreciation Week.**
- **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
- 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 Communicate and other mechanisms.