



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Support Staff Learning and Development</b>
<b>Effective Date:</b>	June 20, 2006
<b>Revised Date:</b>	
<b>Review Date:</b>	June 20, 2016
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director, Human Resources
<b>Application:</b>	Employees: Excluded Management, Administrative and Professional Staff; Medical Practitioners and Administrators; Out of Province Support Staff; Support Staff in Bargaining Units

### Part I Reason for Policy

To identify the University's commitment to learning and development initiatives for support staff. Staff development plays an important role in achieving the University's mission. This Policy is intended to promote an environment conducive to the development of job-related knowledge and skills for support staff and the attainment of a post-secondary education through the University of Manitoba

### Part II Policy Content

- 2.1 The University of Manitoba will endeavour to provide support staff with opportunities for the development of job-related knowledge and skills, through staff development opportunities such as degree credit courses and programs; job-related courses, programs, seminars and workshops taken for credit toward a

certificate; and University administered or sponsored training and orientation programs.

- 2.2 Where a similar staff development opportunity exists through one of the University's resources and some other educational institution or organization, support staff and department are expected to utilize the University's resources as opposed to seeking financial assistance to attend the external educational institution or organization.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Director of Learning and Development Services is responsible for the communication, administration and interpretation of this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 20, 2016.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded all Secondary Documents shall be reviewed as soon as reasonably possible in order to ensure that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn rescinded.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:

- (a) Policy 807 Educational Assistance for Support Staff dated December 17, 1975; and
- (b) Policy 1108 Tuition Fee Remission dated April 30, 1997.

**Part VII**  
**Cross References**

Procedures: Support Staff Learning and Development