



**UNIVERSITY OF MANITOBA  
PROCEDURE**

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

**Part I  
Reason for Procedure**

To set out Procedures secondary to Policy: Support Staff Learning and Development, outlining the Learning and Development opportunities and support provided to support staff by the University of Manitoba (“the University”).

**Part II  
Procedural Content**

**2.1 Tuition Fee Reimbursement for Employees Taking University of Manitoba Degree Credit Courses and Programs**

Tuition fee reimbursement applies to credit courses or programs offered by the University. Under this program, reimbursement may be provided for tuition for an undergraduate degree credit course for which a course fee is paid, or for up to

\$2,000 of tuition for a graduate degree program for which tuition fees or a program fee is paid.

#### **2.1.1. Eligibility**

2.1.1.1 In order to be eligible to receive tuition fee reimbursement for courses or programs, support staff must meet the following eligibility criteria immediately prior to the commencement of the academic term in which the course is taken or program begins:

- (a) be actively employed in a full-time continuing/regular position;
- (b) have successfully completed a probationary period; and
- (c) have a minimum of 1.0 year of University service.

2.1.1.2 In order to receive tuition fee reimbursement, support staff must successfully completed the course or program and have been employed in a full-time continuing/regular position throughout the course or program, unless laid off by the Employer.

#### **2.1.2 Extent of Tuition Fee Reimbursement**

2.1.2.1 The University will provide eligible support staff, whose application for reimbursement is approved, reimbursement for the standard tuition fees paid to the University by the employee.

2.1.2.2 Tuition fee reimbursement shall not include reimbursement of special charges associated with certain courses or programs such as travel costs, University of Manitoba Student Union (UMSU) fees, caution fees, or any other charges or expenses that are added to the normal tuition fees

2.1.2.3 Tuition fee reimbursement is not applicable to fees paid for any courses or programs of courses taken at colleges affiliated with the University or other teaching centres for which the University does not retain fee payment. Tuition fee reimbursement is not available for an individual who has audited a course.

#### **2.1.3 Application for Reimbursement**

Tuition fee reimbursement is subject to the following:

- (a) the taking of courses or programs by the employee shall not interfere with the employee's employment responsibilities;
- (b) the normal criteria for admission and registration as established by the University for any course or program shall apply;
- (c) application for tuition fee reimbursement must be made by the staff member on the Tuition Fee Remission Application Form for

- support staff and be submitted to Learning and Development Services at the time of registration in the course or program;
- (d) confirmation by Learning and Development services at the time of application of the approval of eligibility;
  - (e) successful completion of the course or successful completion of all requirements for graduation for the program;
  - (f) confirmation of successful completion and proof of fee payment must be submitted to Learning and Development Services no later than ninety (90) calendar days from the date of notification from the University of the successful completion of the course or program.

## **2.2 Financial Assistance to Enable Employees to Attend Job- or Career-Related Courses, Program, Seminars or Workshops**

The University will provide financial assistance for staff members who attend up to a maximum of two (2) job- or career-related courses, programs, seminars or workshops (“job-related courses”) per fiscal year, for which the department or the employee has paid a fee.

### **2.2.1 Eligibility**

2.2.1.1 In order to receive financial assistance for up to a maximum of two (2) job-related courses per fiscal year, support staff must meet the following eligibility criteria for the duration of the course:

- (a) be actively employed in a full-time continuing/regular position working a minimum of thirty-five (35) hours per week on a regular basis; or
- (b) be employed in a continuing/regular part-time or sessional position working a minimum of seventeen and one-half (17.5) hours per week on a regular basis

2.2.1.2 In order to receive financial assistance, the support staff member must attend and/or successfully complete the course or program.

### **2.2.2 Extent of Financial Assistance**

2.2.2.1 There are two categories of job-related courses that are eligible for financial assistance:

- (a) those taken at the University of Manitoba; and
- (b) those not taken at the University of Manitoba.

2.2.2.2 The eligible financial assistance for job-related courses under (a) above is 100% of the registration fee for staff in full-time continuing/regular

positions and 50% of the registration fees for staff in part-time positions referred to in 2.2.1.1 (b).

2.2.2.3 The eligible financial assistance for job-related courses under (b) above is 50% of the registration fee for employees in full-time or part time continuing/regular or sessional positions.

2.2.2.4 The funds provided for financial assistance for job-related courses in a fiscal year will be determined annually by the Vice-President (Administration).

2.2.2.5 There will be a maximum amount of financial assistance available for job-related courses to any staff member in a fiscal year. The maximum amount available for eligible part-time or sessional support staff shall be one-half of the value available for full-time staff. These maximums shall be determined by the Director of Learning and Development Services.

### **2.2.3 Application for Financial Assistance**

Financial assistance reimbursement is subject to the following:

- (a) the taking of courses or programs by the employee shall not interfere with the employee's employment responsibilities;
- (b) the normal criteria for admission and registration as established by the University or other provider for any course or program shall apply;
- (c) application for financial assistance must be made by the staff member on the Staff Development Request form for support staff and submitted to Learning and Development Services at the time of registration in the course or program;
- (d) confirmation by Learning and Development Services at the time of application of the approval of eligibility;
- (e) successful completion of the course or successful completion of all of the requirements for graduation for the program;
- (f) confirmation of successful completion and proof of fee payment must be submitted to Learning and Development Services no later than sixty (60) calendar days from the date of notification of the successful completion of the course or program.

### **2.3 University-Sponsored Training Programs**

The University sponsors participation in University-specific training activities such as the University Management Course (UMC) or the Senior University Administrators Course (SUAC). For these courses, the University solicits and coordinates nominations for attendance from faculties and administrative units and centrally funds the tuition fee costs for all those nominated and selected for participation. Other expenses such as

travel arrangements are to be provided by the staff member's faculty or administrative unit.

## 2.4 **University-Administered Training Programs**

The development and retention of well-qualified employees supports the mission of the University.

2.4.1 The University provides other sources of support for learning and development for support staff in the form of University-administered programs such as the Learning and Development Calendar of Events organized through Learning and Development Services, the Academic Computing and Network Training Schedule and University Teaching Services' workshops.

2.4.2 Individual departments will ensure that employees receive job-specific orientation and training opportunities to enhance their success

### 2.4.3 **Support Staff Orientation**

The University will provide a University program to orient new employees to the University. The focus of the orientation will be to provide "big picture" information about the University, its programs and the benefits to working at the University, plus encourage the establishment of the University as a career choice for support staff.

## 2.5 **Unit-Based Training**

### 2.5.1 **Application for Unit-Based Training Funds**

2.5.1.1 A Dean, Director or Head of Administrative unit may make application for Unit-Based Funding by forwarding a Unit-Based Training Funds Application Form to the Director of Learning and Development Services, Human Resources, which includes the following information:

- (a) the unit goal addressed by the learning activity;
- (b) the knowledge or skills that will be developed as a result of the activity;
- (c) the group of staff for whom the staff development activity is planned;
- (d) the expenses for which financial assistance is being sought.

2.5.1.2 The Director of Learning and Development Services, Human Resources, shall notify the Dean, Director or Head of Administrative Unit of the financial assistance that is to be provided.

### **Part III Accountability**

- 3.1 The University Secretary or President is responsible for initiating a formal review of these Procedures.
- 3.2 The Director of Learning and Development Resources, Human Resources, is responsible for the communication, administration and interpretation of this Procedure.

### **Part IV Review**

- 4.1 Formal Procedure reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 20, 2016.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the President or Vice-President (Administration) deems it necessary;
  - (b) the Parent Policy is revised or rescinded.

### **Part V Effect on Previous Statements**

- 5.1 This Procedure 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 VI Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
  - (a) Policy: Support Staff Learning and Development