

 <b>Policies and Procedures</b>		Number <b>6150</b>		Title <b>Employee Access to College Programs and Courses</b>		
		Replaces	B6100.1			
		Effective	November 2, 2002	Next review :	March 17, 2016	
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		March 17, 2011		
Director, Human Resources	Deans and Supervisors	Recommended/Approved by Education Council		N/A		
		Approved by President		July 4, 2011		

## 1. PURPOSE

This policy outlines the criteria for allowing regular College employees to access base-funded programs and courses subject to both space availability and relevance to job requirements.

## 2. SCOPE / LIMITS

This policy applies to all regular (non-probationary) employees.

Recreational or personal interest courses are excluded from this policy.

This policy does not supersede provisions in collective agreements; however, it should be considered as complementary and supplementary to these provisions.

## 3. PRINCIPLES

Cost-recovery courses that contribute to the employee's academic and/or vocational upgrading or improve his/her ability to fulfill job requirements may be taken subject to the supervisor's approval. The Department's budget will be billed for the course costs.

## 4. LINKS TO SUPPORTING FORMS

Professional Development Committees will provide forms.