

## **SUPPORT FOR THE COMPLETION OF CREDENTIALS (PPWC)**

### **GENERAL GUIDELINES**

Selkirk College is committed to encouraging and assisting employees in the acquisition of credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the College. Financial support for PPWC employees wishing to undertake a credential, technical or professional program will be granted at the sole discretion of the President, subject to budgetary constraints.

### **SCOPE**

These guidelines apply to technical or university-level credential programs and are in addition to the provision for professional development support available through the PPWC Professional Development fund.

### **ELIGIBILITY**

All PPWC employees in ongoing positions, who have been at the College for at least two (2) years, are eligible to apply. The number of applications funded will be based on budgetary constraints.

While an annual amount of \$10,000 has been dedicated to this specific funding, other under subscribed sources of employer directed PD funds may be considered at the Colleges discretion, and applied towards additional applications.

Management Committee will review the applications, in consultation with the appropriate supervisor if required. The Management Committee through the Human Resource Director will provide their recommendations to the President for final approval.

Recommendation and final approval will be based on the College's planning and/or operational needs.

### **SUPPORT PROVIDED**

The College will reimburse an employee 50% of the costs associated with a credential, including tuition, books, travel and residence accommodation where required, to a maximum of \$10,000 over a 2 year period (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the PPWC Professional Development fund.

The College will also support the employee for time away from work on a shared basis, whereby the employee will utilize vacation time for 50% of the time needed away from work, and the College will provide an equivalent amount of paid time off to a maximum of three (3) weeks annually for a 2 year period.

The Employee and his/her Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department or School.

An employee who is granted financial support under this program must agree to remain in the employment of the College for a minimum of 2 years after completion of or withdrawal from the program, whichever is sooner. Should the Employee leave before the end of this two-year period, he/she must repay the College for monies received, in proportion to the amount of time left (for example, an Employee who leaves after one year will be liable for 50% of the monies received).

Support from this program will only be available to employees who have not received said support for 5 years.

## **PROCEDURES**

Employees should apply in writing to the Director of Human Resources prior to registering for the program.

The request must include the following information:

1. Program description (credential title and description);
2. Anticipated start and end dates;
3. Estimated costs, broken down by tuition, textbooks, travel, residential or other accommodation if applicable, and any other costs;
4. Rationale as to how this program will benefit the College;
5. Rationale as to how this credential fits in with the employee's short- or long-term career goals; and,
6. A letter of support from the employee's immediate supervisor.

Deadline for applications is **June 1 of each year**.

---