

APPENDIX D: SUPPORT FOR THE COMPLETION OF ADVANCED CREDENTIALS

GENERAL GUIDELINES

To support employee development and succession planning, Selkirk College is committed to encourage and assist Exempt employees to acquire credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the College. Financial support for Exempt Employees wishing to undertake an advanced credential or professional program will be granted at the sole discretion of the President, subject to budgetary constraints, and upon the recommendation of the Employee's supervisor.

SCOPE

These guidelines apply to formal university-level credential programs and are in addition to the provision for professional development support available through the Exempt Professional Development fund (see section 10.1 of the "Administrative Staff Employment and Benefit Program").

ELIGIBILITY

All continuing Exempt employees who have been at the College for at least one year are eligible to apply. Due to budgetary constraints, a maximum of 2 employees will be supported each year. If more than 2 employees apply, the Director of Human Resources will review the applications with the appropriate supervisors and will make a determination as to which applicants will be supported that year, based on the College's succession and/or operational needs.

SUPPORT PROVIDED

The College will reimburse an Exempt employee 50% of the costs associated with an advanced credential, including tuition, books, travel and residence accommodation where required, to a maximum of \$10,000 over 2 years (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the Exempt Professional Development fund (see section 10.1 of the "Administrative Staff Employment and Benefit Program"). 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. The Employee and his/her Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department.

An Exempt Employee who is granted financial support for the completion of an advanced credential under this program must agree to remain in the employment of the College for a minimum of 2 years after completion of the program, or after the employee withdraws 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 for the completion of an advanced credential will only be granted to an Employee once every five 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;
2. Anticipated start and end dates;

3. Estimated costs, broken down by: tuition, textbooks, travel, residential or other accommodation, if applicable, and 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 **July 1 annually**.