

D6001 – EDUCATIONAL ASSISTANCE

PROCEDURES and DECISION CRITERIA

1. Application

1.1 Requests for Reimbursement for Programs

Funds for program-related expenditures will not be disbursed until an *Educational Assistance Application Form* (see Appendix II) has been properly completed and authorized by the employee's Dean, Senior Leader, or designate (including the Service Commitment section, if applicable).

1.2 Employees must submit the appropriate form and applicable supporting documentation for authorization at least 5 weeks prior to the start of the program.

2. Eligibility for Educational Assistance

2.1 Employees

- Permanent full-time or permanent part-time faculty, staff and administrators.

2.2 Programs

The following types of programs will be eligible for full or partial subsidization, depending on the cost and subject to available budget and operational considerations:

- a) may or may not be offered at Langara College;
- b) related to the employee's duties, responsibilities or career aspirations at the College; and
- c) consists of:
 - general, functional or technical education;
 - a certificate, degree or professional designation program; or
 - management or leadership development education.

2.3 Expenses

The following categories of expenses will be eligible for full or partial subsidization, depending on specific program requirements:

- Tuition
- Registration Fees
- Books
- Instructional Materials
- Accommodation
- Travel/Transportation
- Meals

3. Financial Responsibility

3.1 Employer-Initiated

When the College initiates a request for employee development by asking the employee to participate in a program, the College will be responsible for associated costs. These costs will include tuition, registration fees, books and, if applicable, instructional materials, transportation and living expenses. The College will pay the employee's full salary for the time away from work needed to attend approved programs. Program attendance will not affect an employee's vacation and benefit entitlements.

3.2 Employee-Initiated

When an employee wishes to undertake a work- or career-related program offered outside of Langara College, he/she may apply for educational assistance for program-related expenditures by submitting an Educational Assistance Application Form.

Financial assistance will be provided at the discretion and approval of the Dean, Senior Leader, or designate for program-related expenses.

When an employee desires to increase qualifications that are not directly related to a business need, the employee shall be responsible for associated costs, and attendance will be on the employee's time.

3.3 Joint Employer-Employee Initiated

When management and an employee jointly initiate and agree on a program, financial assistance will be offered at the discretion and approval of the Dean, Senior Leader, or designate depending on the cost and subject to available budget and operational considerations.

4. Decision Criteria

The decision to approve or reject an application will take into consideration:

- The future benefit to the College
- The alignment of the education with the individual's development plan
- The employee's performance
- Potential for leadership continuity
- The existence of plans to encourage the application of knowledge and skills learned
- The current availability of staff to backfill the position
- The department's ability to manage the work of the employee in the employee's absence
- Replacement staff expenses
- Budget/funding limitations

The College reserves the right to limit the number of requests per employee, per semester.

5. Financial Advances and Reimbursement

5.1 The Human Resources department will consider financial advances for education only where:

- an institution requires the employer to sponsor the employee and pay the employee's educational expenses; or
- where the College is purchasing a number of seats on the external program; or
- in exceptional circumstances, where the cost of pre-paying the program places undue hardship on the employee, preventing the employee from participating.

Human Resources will process requests for reimbursement of program-related expenses only after the employee submits successful completion documentation (e.g., transcripts or certificates of completion) along with original, detailed receipts for pre-approved expenditures.

5.2 Unsuccessful Completion

Should an employee fail to complete a program, the employee will be required to successfully complete the program at his/her own expense or reimburse the College for expenses incurred on the employee's behalf.

If the failure was due to unusual circumstances beyond the employee's control, the appropriate Dean, Senior Leader, or designate may waive or reduce the amount of repayment.

6. Service Commitment

The approved costs of educational assistance, which is the total of paid salary and other expenses, will be the amount used in calculating the service commitment:

- A one-year service commitment is expected when approved costs are between \$10,000, and \$24,999.
- A two-year service commitment is expected when approved costs are over \$25,000.

The approved costs and the expected service commitment will be shown on the approved *Educational Assistance Application Form*. Human Resources will file the application form in the employee's personnel file. Once the employee begins the program, the service commitment will automatically be invoked.

The service commitment period will start immediately following program completion. The length of the commitment will be the same for both part-time and full-time employees. An employee who fails to meet the service commitment will be held responsible for fully reimbursing the College for all non-salary related education costs.

7. Leadership and Management Development Programs

The Dean, Senior Leader, or designate will review recommendations for individual leadership or management development programs and approve or deny the applicant for budget inclusion based on the Decision Criteria listed in Section 4 and operational requirements.

Once the budget is approved, the Dean, Senior Leader, or designate, will communicate to the appropriate Vice-President the names of those individuals who will receive support to attend a specific, external leadership or management development program in that budget year.