



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: CONTINUOUS LEARNING

<b>Policy No.</b>	HR-404-PR	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	CS-307	<b>Effective Date:</b>	November 4, 2016 (R4)

## PROCEDURE

Please refer to the “Continuous Learning Handbook” for additional information on employee responsibility, categories of learning activities as well as eligibility and approval criteria.

### 1.0 Definitions

- 1.1 Employee-Initiated Request – Any continuous learning request which may or may not be directly related to their current work duties.
- 1.2 Employer – Initiated Request – Any continuous learning request that supports the short and/or long-term proficiency and professional excellence of the employee and the strategic goals of the College.

### 2.0 Applying for Continuous Learning Support

- A. Employees submitting continuous learning requests must have a current Continuous Learning Plan in their HR file or, for first time applicants, include one with their first request. The Continuous Learning Plan template is available on the College website. It is the responsibility of the applicant and their supervisor to ensure the applicant has completed a Continuous Learning Plan and that it aligns with the campus, department/division and/or college’s strategic goals.
- B. Pre-approval by the respective budget manager is required for all financial support requests. The College has no obligation to pay for courses which have not received prior approval.
- C. Continuous learning requests must be made by the applicant through their direct supervisor using the Continuous Learning Request form (available on the College website).
- D. If expenses such as travel and accommodations are associated with the activity, applications must include a completed Journey Authorization form to ensure expected expenses are pre-approved. Pre-approval of travel will be dependent on factors such as availability of similar local continuous learning activities, types of training and/or whether training is employer-initiated.
- E. Eligible employees may request support for continuous learning activities at any time. All requests must be submitted at least ten (10) working days prior to the planned activity. Completed applications, with the supervisor’s endorsement, shall be processed as follows:

- i. Support Staff and Management – Requests are to be sent to the Centre for Continuous Learning (HQ).
  - ii. Faculty – Once approved by their supervisor, requests are to be sent to the respective Dean. If the applicant teaches courses in more than one School the Dean receiving the request shall consult with the other Dean(s). NOTE: The Dean will forward applications, whether supported or not, to the Office of the Senior Vice President Academic & Chief Learning Officer for tracking and appropriate communication to stakeholders.
- F. Support Staff and Management applications are reviewed weekly by the Centre for Learning and Development. Incomplete applications will be returned to the applicant.
- G. The employee and supervisor will be notified in writing of the decision, with rationale if the request is denied. In these situations, the employee has ten (10) working days should they wish to appeal (refer to section 5C).

**3.0 Cancellation of Activities**

Employees can request to withdraw their application and/or approved funding by writing to the Centre for Learning and Development. Employees cannot use previously approved funding for a different purpose. Employees who do not attend the continuous learning event for which they may have received approved funding must repay the advance.

**4.0 Return in Service Agreement**

As a condition of sponsorship, applicants will be expected to provide a return in service to College of the North Atlantic. The nature of the return in service is contingent upon the category of continuous learning activity and will be identified during the request and approval process. Employees sponsored for Degree programs would normally be expected to provide a twenty-four (24) month return in service immediately following the completion of the program. Employees sponsored for Diploma or Certificate programs would normally be expected to provide a twelve (12) month return in service. Return for service less than that noted above will result in having any such time not worked prorated and balance owing recovered in full from payroll.

**5.0 Remuneration for Course Fees**

- A. Reimbursement for registration fees paid for degree, diploma or certificate courses will be contingent upon successful completion of the course and will not exceed pre-approved amounts. Successful completion is based on criteria established by the awarding institution.
- B. The level of support, ranging from 0% to 100%, is established by determining the extent of benefit to the employer and the extent of benefit to the employee. The maximum funding for any one course will be an amount not exceeding \$300.00. Any additional registration fees will be the responsibility of the employee and/or the respective department.  
The following chart is to be used as a guideline for determining support levels:

A. If the learning event is:		Level of Support
a)	Unrelated to current job	0
b)	Related to ongoing College requirement, but not to current job	1
c)	Directly related to present job	2

d)	Essential to performing current job	3
B. If the learning event is primarily of benefit to:		Level of Support
a)	The employee only	0
b)	The employee's career development	1
c)	The mutual advantage of the employee and the College	2
d)	The employee's department or functional area	3
Total of A and B		Support Rate
0		0%
1		15%
2		25%
3		50%
Total of A and B		Support Rate
4		75%
5		85%
6		100%

C. An employee wishing to appeal against a decision to deny a request may do so within five (5) working days of receiving notification that the request has been denied. Employees may submit an appeal in writing to the Centre for Learning and Development (for support staff/management) or the Office of the Senior Vice President Academic and Chief Learning Officer (for faculty) should they feel the continuous learning request has not been adequately considered. The employee shall receive, in writing, notification of the outcome of the appeal review within five (5) working days of the appeal submission date.

Approval History	
Approved by President	February 22, 1999
Revision 1	July 31, 2000
Revision 2	August 29, 2006
Revision 3	June 8, 2011
Revision 4	November 4, 2016