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Memorial University of Newfoundland

Employee Training and Development

Approval Date: 2014-02-06

Effective Date: 2014-02-06

Review Date: 2023-02-06

Authority:

Vice-President (Finance and Administration) through the Associate Vice-President (People & Culture)

Purpose

To outline Memorial University's commitment to employee training and development and communicate the types of opportunities available.

Scope

~~All Eligible Employees of the University~~ All permanent, operating-funded employees contributing into the University's benefits program including operating-funded contractual employees whose contract (or series of contracts) is for a period greater than 6 months and who are contributing into the University's benefits program.

Definitions

Credit Courses — Academic courses offered by Memorial University that upon successful completion, the student earns a specific number of credits.

~~Career Development~~ — An upgrading activity that goes beyond the scope of the employee's job description, although it may indirectly improve job performance. Career development is the responsibility of the employee. However the University will endeavour to support the career development goals of eligible employees.

~~Eligible Employees~~ — All permanent, operating-funded employees contributing into the University's benefits program including operating-funded contractual employees whose contract

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(or series of contracts) is for a period greater than 6 months and who are contributing into the University's benefits program.

Job Related Training — Any training or skill upgrading activity required by the employer. ~~Job related training includes development opportunities for those skills that are necessary for successfully performing one's job. Funding for Job Related Training is the responsibility of the Unit.~~
Job-Related Training — Any training or skill upgrading activity directly related to the duties of the employee's role as outlined in the job description/advertisement, that is required or approved by the employer. Job-related training includes development opportunities for those skills that are necessary for successfully performing one's job. Grant employees as defined in the Guidelines for Employment of Grant Employees are not covered under this policy; their participation in training is conditional on the grant holder agreeing to pay for the full cost of the offering (for more information please refer to the guidelines).

Professional Development — An upgrading activity that goes beyond the scope of the employee's job description, although it may indirectly improve job performance.

Return of Service Agreement — An agreement to repay the University a pre-determined amount of the costs associated with training should the Employee end their employment prior to the agreed upon service time frame. Return of Service Agreements are an optional measure that units may apply as a condition for funding employee training. For more information, please see the Procedure for Availing of Professional Development.

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Unit — Academic or administrative unit as defined in the [University Calendar](#).

Unit Head — For the purposes of this policy, unit head is the term used to mean Heads of Departments, Divisions and Schools, Deans, Directors, Executive Directors, the University Librarian, the University Registrar, Associate Vice-Presidents and Vice-Presidents, as applicable.

University — Memorial University of Newfoundland.

Policy

1.0 GENERAL

The University encourages and supports efforts by ~~eligible~~ ~~Eligible employees~~ ~~Employees~~ to develop their capabilities and advance their careers in the overall context of meeting the goals and objectives of the University. ~~Employee development is divided into two categories: job related training and career development.~~

Employee [training and](#) development requires a shared responsibility among the University, the Department of Human Resources, individual units and the employee. In this partnership:

The University through the Department of Human Resources:

- Ensures policies and programs facilitate and support the continuing development of employees.
- Works with ~~units~~ Units to identify and establish customized training and development programs.
- ~~Works with employees to assess and provide feedback on their skills and interests; selects training and development activities that match their career development objectives and job needs.~~

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Units:

- Ensure employees within the unit are provided the appropriate training to perform the duties associated with their job.
- Endeavour to support employees in career-professional development activities where operationally feasible.
- ~~Work s-with employees to assess and provide feedback on their skills and interests; selectselecting training and development activities that match their career development objectives and job needs.~~

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The Employee:

- Must take initiative to assess skills and interests and seek development activities that match his/her/their needs.
- Must confirm successful completion of training and development opportunities paid for by the University by submitting supporting documentation (i.e., certification, transcript, etc.) to their supervisor and the Department of Human Resources where applicable.
- Is responsible for reimbursing the University when:
 - ~~An employee has~~ They have received financial assistance from the ~~University~~ Department of Human Resources (i.e. registration fees, tuition fees) and fails to successfully complete the course and/or terminate employment with the University prior to the end of the course. Please see the Procedure for Availing of Job-Related Training, the Procedure for Availing of Professional Development and the Procedure for Availing of Memorial University Credit Courses. (i.e. credit courses—courses dropped after published applicable refund date as outlined in University Calendar) and/or terminates employment with the University prior to the end of the course. See the Reimbursement of Financial Assistance Form.
 - ~~An employee is~~ They are granted assisted leave and does not return to the University for a period equal to that leave, the employee must repay the amount

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of financial assistance, on a prorated basis, based on the period of time worked following return from assisted leave.

- o An employee registers for programs but fails to attend without adequate notification in accordance with this policy and aforementioned procedures. the Guidelines for Charges for Non-Attendance At Training Programs.
- o They fail to complete the agreed upon amount of service after following training that is subject to a Return of Service Agreement, they will be responsible for repaying the University the training costs on a pro-rated basis, as outlined in their Return of Service Agreement.

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2.0 JOB-RELATED TRAINING

Units are responsible for fostering the development of their employees to prepare them for future demands and career advancement within the University. Funding for Job-Related Training is the responsibility of the Unit. To this extent, Unit Heads may use unit funds for the Job-Related Training they believe will provide a benefit to the uUnit and is consistent with the unit's Unit's goals and objectives. This development may take the form of participation in job-related courses/training, workshops, and/or seminars. Training of this nature may be initiated by the employee's manager/supervisor, Unit Head, or the employee. workshops, seminars and conferences.

3.0 FINANCIAL ASSISTANCE

As a commitment to employee training and development, Memorial University has allocated financial assistance to complete university Credit Courses and Professional Development as described: 3. CAREER DEVELOPMENT

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Many programs, including courses, workshops, seminars, etc, are available under the umbrella of Career Development. Such programs provide knowledge and skill development to enhance an employee's work performance and potential career growth.

Career Development programs may be offered with the University through the Department of Human Resources, including non-credit courses offered by internal and/or external educational providers. Costs associated with attending conferences are not covered by the policy. Conference costs are the responsibility of the employee's unit.

Eligible employees may apply for non-credit career development opportunities through the Department of Human Resources. See Procedure for Availing of Career Development (non-credit Programming).

4.3.1 FINANCIAL ASSISTANCE FOR MEMORIAL UNIVERSITY CREDIT COURSES

-The University, through the Department of Human Resources, provides tuition for Memorial University credit courses in accordance with the [Procedure for Availing of Memorial University Credit Courses](#).

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Employees are responsible for all other costs such as [but not limited to](#) admission and registration fees, textbooks, student union fees, laboratory fees, and research and project fees.

Programs that have additional special fees or premium tuition associated with them are not covered under this policy. The maximum funding for such programs is an amount equivalent to the basic tuition (or equivalent program enrollment fee) that would apply in the absence of a special fee or premium tuition or any other incremental program enrollment fee; all such additional program fees are the responsibility of the employee and/or the respective [Unit](#).

3.2 PROFESSIONAL DEVELOPMENT

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[Memorial University is committed to providing employee development opportunities to facilitate knowledge and skill development to enhance an employee's work performance and potential career growth. Professional Development opportunities are available to eligible employees through the Department of Human Resources. For information on current offerings including in-house provided training opportunities, health and safety training, diversity training, webinars and more, please visit the Employee Development webpage.](#)

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4.0 TAXABLE BENEFITS

[When the University pays for training where the employee is the primary beneficiary, it is treated as a taxable benefit. When the training primarily benefits Memorial, such as job-related or mandatory training, it is not considered a taxable benefit. For more information, please contact your manager.](#)

Related Documents

[Application to Undertake Non-Credit Training Form](#)[Application to Undertake Employee Training and Development](#)
[Application for Financial Assistance for Memorial University Credit Course Form](#)[Application for Financial Assistance for Memorial University Credit Course Form](#)

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[Guidelines for Charges for Non-Attendance at Training Programs](#)
[Return of Service Agreement](#) [Reimbursement of Financial Assistance Form](#)

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Procedures

- [Procedure for Availing of Job-Related Training](#)
- [Procedure for Availing of Career Development \(non-credit Programming\)](#)
- [Procedure for Availing of Memorial University Credit Courses](#) [Procedure for Availing of Memorial University Credit Courses](#)
- [Procedure for Availing of Professional Development](#)

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For inquiries related to this policy:

Department of Human Resources 709-864-4626

Sponsor: Vice President (Finance and Administration)

Category: People Resources

Procedure for Availing of Job-Related Training

Approval Date:

Responsible Unit:
Department of Human Resources

Approval

Approval to undertake any Job-Related Training course must be obtained **prior** to payment of registration fees. The University has no obligation to pay for programs which have not received prior approval.

Approval for employee participation in Job-Related Training is subject to the discretion of the Unit Head, in determining the relevance of the training to the employee's role, as well as the availability of unit funds.

Scope

Participation in Job-Related Training may be initiated by the employee's manager/supervisor, Unit Head, or by the employee themselves with appropriate approvals. This procedure pertains to the administration of all Job-Related Training that is paid for by the University. All training falling within this scope should be tracked and reported to the Department of Human Resources by means of this procedure. Units are responsible for ensuring employees' Job-Related Training is complete and kept up to date as required.

Supplementary to unit-funded Job-Related Training, the Department of Human Resources offers various free Professional Development programming to employees. For information on current offerings, please visit our Employee Development webpage.

Funding

All Job-Related Training is the financial responsibility of the Unit.

The application process for availing of Job-Related Training is centrally administered by the Department of Human Resources via an online web form maintained on the my.mun.ca portal. This process enables Human Resources to monitor and evaluate training needs, outcomes, and returns on investment, allowing the University to leverage group discounts where possible. Approval of Job-Related Training must be provided by the Unit Head or Designate to ensure appropriate oversight.

Units are encouraged to consult with the Department of Human Resources when planning group training sessions that may pertain to other units to identify potential opportunities for cost-sharing and group discounts.

Approval of requests is contingent on factors such as cost of proposed training, potential impact, and whether it aligns with the goals and objectives of the unit.

Application Process for Availing of Funding

1. To request for Job-Related Training, Employees must complete all sections of the *Application to Undertake Employee Training and Development* web form available on the my.mun.ca employee portal. To access this form, please login, select the “Employees” tab, select “Employee Training and Development” under the “Human Resources” channel, and select the form.
2. The application web form must be approved by the Unit Head or Designate. It will then be forwarded to the Department of Human Resources for data tracking on training trends.
3. The employee will be notified by email through the webform system if their request for financial assistance to undertake the training has been approved.
4. If the application for Job-Related training is not approved, the employee will be informed of the reason for non-approval.
5. Training dates and times must be approved by the respective employee(s) supervisor(s)/manager(s) prior to booking the training.

Repayment for Non-Attendance, Failed Completion, and Exiting Employees

Employees must provide a minimum of 72 hours cancellation notice if they cannot attend the training and are responsible for informing the training program provider with sufficient notice to qualify for a refund. Notice should be communicated to the training program provider by email with the employee's manager/supervisor copied on the correspondence.

Failure to provide proper notice will result in the university recovering the cost of the training fees from the Employee (i.e. via payroll deduction), excluding extenuating circumstances. The university may also recover costs from employees should the employee fail to complete or pass the training course.

If the Employee fails to complete the agreed upon amount of service after completing training that is subject to a Return of Service Agreement, they will be responsible for repaying the University the training costs on a pro-rated basis, as outlined in their Return of Service Agreement. To access the Return of Service Agreement template, please visit my.mun.ca, go the "Employees" tab, select "Employee Training and Development" under the "Human Resources" channel, and select the template.

Exiting employees are also exempt from repayment of training costs associated with Job-Related Training completed as a requirement for their role at the request of their Unit Head or manager.

Procedure for Availing of Professional Development ~~Career~~ Development (non-credit Programming)

Approval Date: 2014-02-06

Responsible Unit:
Department of Human
Resources

Approval

Approval to attend any Professional Development activities~~non-credit course and/or training program~~ must be obtained **prior** to payment of registration fees and ~~attendance at the training program~~participation of the training. The University has no obligation to pay for programs which have not received prior approval.

Approval of employee participation is subject to the discretion of the Unit Head and is contingent on factors such as the cost of the proposed training, potential impact, and whether it aligns with the goals and objectives of the Unit/organization. Approval to participate in

Professional Development activities financially supported by the University costing greater than \$5,000 ~~is~~ will also be subject to the discretion of the Department of Human Resources to ensure alignment with the goals, objectives, and the fiscal responsibility of the institution. ~~The application is approved on the basis of the training budget; the nature and assessed quality of the course; the relevance of the training to the employee's position; the availability of alternative methods of delivery; and the recommendation of the Unit Head.~~

Scope

Participation in Professional Development activities may be initiated by the employee's manager/supervisor, Unit Head, or by the employee themselves with appropriate approvals. This procedure pertains to the distribution of all Professional Development activities that are paid for by the University (i.e., by the Unit or by Human Resources). All training falling within this scope should be tracked and communicated to the Department of Human Resources by means of this procedure.

Supplementary to unit-funded Job-Related Training, the Department of Human Resources offers various free Professional Development training and Professional Development programming to employees. For information on current offerings, please visit our Employee Development webpage.

Funding

Professional Development opportunities outside of those offered centrally by Human Resources are the financial responsibility of the employee's Unit. The application process for availing of Professional Development is centrally administered by the Department of Human Resources via an online web form maintained on the my.mun.ca portal. This process enables Human Resources to monitor and evaluate training needs, outcomes, and returns on investment, allowing the University to leverage group discounts where possible. Approval of Professional Development must be provided by the Unit Head or designate to ensure appropriate oversight. Approval for Professional Development costing greater than \$5,000 per participant requires additional approval from the Department of Human Resources. Funding for Professional Development costing greater than \$5,000 per participant will also be subject to a *Return in Service Agreement*.

The registration fee of the training program is disbursed through a central university account administered by the Department of Human Resources. The maximum funding for any one course and/or program, through this account is an amount equivalent to the tuition fee for one undergraduate course. Eligible employees are entitled to take non-credit course(s) to a maximum of the amount equivalent to the tuition fee for one undergraduate course per semester. Any additional registration fees are the responsibility of the employee and/or the respective unit.

Application Process

1. Employees must complete all sections of the *Application to Undertake Employee Training and Development* web form available on the my.mun.ca employee portal. To access this form, please login, select the "Employees" tab, select "Employee Training and

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Development” under the “Human Resources” channel, and select the form. Application to Undertake Non-Credit Training Program form as available on the Learning & Development, Department of Human Resources website. <http://www.mun.ca/hr/learning-development/>

2. The web form ~~a~~Application form must be approved and signed by the Unit Head or Designate and submitted to the Department of Human Resources prior to the course start date, and forwarded to the Learning & Development office, Department of Human Resources prior to course/semester start date for final review and approval.
3. Final review and approval will be completed by the Department of Human Resources if requesting financial support for employee Professional Development costing greater than \$5,000.
4. A *Return of Service Agreement* will be required for training costing \$5,000 or greater (or as specified by the Unit prior to the commencement of training). This form should be completed and attached to the web form application when submitted. The form can be found on the my.mun.ca employee portal, by selecting “Employee Training and Development” under the “Human Resources” channel.
5. The employee will be notified by email through the webform system if their request for financial assistance to undertake the training has been approved.
6. If the application for Professional Development is not approved, the employee will be informed of the reason for non-approval.
7. Training dates and times must be approved by the respective employee(s) supervisor(s)/manager(s) prior to booking the training.

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Repayment for Non-Attendance, Failed Completion, and Exiting Employees

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Employees must provide a minimum of 72 hours cancellation notice if they cannot attend the training and are responsible for informing the training program provider with sufficient notice to qualify for a refund. Notice should be communicated to the training program provider by email with the employee’s manager/supervisor copied on the correspondence.

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Failure to provide proper notice will result in the university recovering the cost of the training fees from the Employee (i.e. via payroll deduction), excluding extenuating circumstances. The university may also recover costs from employees should the employee fail to complete or pass the training course.

Professional Development Training costing over \$5,000 will be subject to a Return of Service Agreement. Return of Service Agreements may be applied for training costing under this threshold at the unit’s discretion if specified and agreed upon by the employee and Unit prior to the commencement of training. If the employee leaves their employment prior to the date agreed upon in their agreement, they will be responsible for repaying the University the training costs on a pro-rated basis, as outlined in their Return of Service Agreement. To access the Return of Service Agreement template, please visit my.mun.ca, go the “Employees” tab, select “Employee Training and Development” under the “Human Resources” channel, and select the template.

Employees whose employment has been terminated at the discretion of the University (i.e., scheduled contract end date) or have started employment with another Unit are exempt from repayment of training costs.

2- Exiting employees are also exempt from repayment of training costs associated with Job-Related Training completed as a requirement for their role at the request of their Unit Head or manager. Return in Service Agreements only apply should the employee leaves the organization.

3- The employee will be promptly informed by the Department of Human Resources of approved financial assistance.

If the application for non-credit training is not approved, the employee will be promptly informed by the Department of Human Resources for the reason of non-approval.

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Procedure for Availing of Memorial University Credit Courses

Approval Date: 2014-02-06

Responsible Unit:
Department of Human
Resources

Approval

Approval for financial assistance for eCredit Courses **must be obtained prior to the posted last day to register ~~semester start date~~** (as outlined in University academic calendar) for which assistance is requested. Approval may be obtained by completing the application process outlined below. The University has no obligation to pay for courses which have not received prior approval.

Funding

Upon approval from the Department of Human Resources, the employee is eligible to have the equivalent of either one undergraduate course or one graduate program fee paid for each semester enrolled in a course or program ~~course is taken~~. Employees must apply for each semester funding is requested.

Continuance fees shall be paid subject to satisfactory progress towards program ~~me~~ completion. The School of Graduate Studies, in consultation with the appropriate graduate unit, shall inform the employee's Unit Head ~~Manager, Learning and Development~~, of the student's progress on request.

Post-Doctoral Fellows

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Priority shall be given by the date the application for financial assistance is submitted. Requests for funding should be submitted by November 30 for the winter semester, March 30 for spring semester, and July 30 for the fall semester.

Application Process

1. Employees must complete all sections of the ~~Application for Financial Assistance for Memorial University Credit Course Form~~Application for Financial Assistance for Memorial University Credit Course Form, as available on the Learning & Development, Department of Human Resources website. ~~<http://www.mun.ca/hr/learning-development/>~~Employee forms are maintained on the my.mun.ca portal. To access this form, please login, select the “Employees” tab, select “Employee Training and Development” under the “Human Resources” channel, and select the form.
2. The ~~web form Application~~application form must be approved ~~and signed~~ by Unit Head and ~~forwarded~~ submitted to the Department of Human Resources by the last day of registration, prior to course/semester start date (as outlined in the University academic calendar) for final review and approval.
3. The employee will be promptly ~~informed-notified~~ by the Department of Human Resources of approved financial assistance.
4. If the application for credit training is not approved, the employee will be promptly informed by the Department of Human Resources for the reason of non-approval.

Repayment for Failed Courses and Exiting Employees

The university may recover waived fees from Employees (i.e. via payroll deduction) for which the Employee has not already reimbursed the university in the following instances:

1. The employee drops the course after the posted date for full refund as stated in the university calendar
2. The employee does not receive a passing grade in the course
3. The employee leaves the university before the semester end date
4. Employees whose employment has been terminated at the discretion of the University (i.e., scheduled contract end date) or have started employment with another Unit are exempt from repayment of tuition costs.

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