

Professional Development News

MacEwan University

2/17/2016

Access to University Learning Activities Fund

The Access to University Learning Activities Fund provides employees with up to \$1,100 per fiscal year (July 1 to June 30) to cover tuition fees for scheduled MacEwan University learning activities. This includes:

- •Credit courses
- •Non-credit and Continuing Education courses
- •Courses available through MacEwan University Sport and Wellness
- •Programs available through the Conservatory of Music

The Access to University Learning Activities Fund can

only be used toward tuition fees. Special fees, material fees, and costs associated with textbooks and other supplies must be paid by the employee.

The Access to University Learning Activities Fund is available to all MacEwan University employees, including:

- Casual employees who work a minimum of 910 hours per year
- Sessional instructors who have had five sessional appointments.

Effective July 1, 2015, the three course maximum has been lifted. Employees may now register in as many learning activities as they choose, to a maximum cost of \$1,100 per fiscal year.

Professional Development at MacEwan University



MacEwan University is committed to creating and fostering the professional, career, and skill development of its staff and faculty members.

Note: If an activity is primarily for personal benefit, any funding received for the activity will be assessed as a taxable benefit, as per Revenue Canada regulations. The assessment and corresponding adjustment to your pay cheque will occur at the end of the course or activity.

Registering for a University Learning Activity

To register in a learning activity, complete the Application for Access to MacEwan University Learning Activities Form. The form has been updated to a Google Form and is accessible through the Forms Cabinet in the portal.

To access the form, ensure that you have logged out of your personal Google account and log in with your MacEwan University account. Logging into the portal does not automatically mean that you are logged out of your personal account.

Once you submit your application, Human Resources will assess whether or not you have reached the \$1,100 maximum for the year and forward the application to the appropriate area to complete your registration. Applicants for credit courses must confirm registration through the student portal. Processing requests takes 2 to 3 business days.

Fund Application Deadlines:

Fall Term: August 15
Winter Term: December 15

Spring Term: April 1
Summer Term: April 1

Career Development Fund

(formerly the Professional Development Fund for MSA Members and Administrative Support and Supervisory Personnel)

The Career Development Fund covers tuition, conference registration fees or workshop fees for MSA Members and Administrative Support and Supervisory Personnel (ASSP). The fund may be used for training that:

- Enhances the employee's capacity to perform work in their current role; or
- Prepares the employee for an expanded or different role in the organization.

Important Changes Effective November 1, 2015

The Career Development Fund is intended to provide equitable opportunity for all eligible employees. As such, the department allocation must be distributed across 50% of eligible employees each year. A single employee may be allocated a maximum of \$750.00 from the Career Development Fund per fiscal year.

The Career Development Fund can only be used for tuition, conference registration fees, or workshop fees and cannot be used for travel or accommodation expenses. Opportunities for

professional development within Edmonton and Alberta should be considered first. Where such opportunities are not available, managers may choose to cover costs associated with travelling outside of Edmonton with department budgets. The Career Development Fund does not pay for general interest courses, personal development, wellness, or job-specific requirements. Department budgets for professional development are to be used to cover any job-specific requirements or legislative compliance training (as per clause 13.0 (c) of the MSA Collective Agreement). To apply, complete the Career Development Fund Application, which is available in the Forms Cabinet.

Professional Development In-Service Course Offerings

Ensure you receive your supervisor's approval prior to registering for any course scheduled during your regular work hours.

For a complete listing of the courses offered and to register visit <https://goo.gl/qq5j3T>.

For more information contact: Human Resources - HumanResources@macewan.ca