

Educational Assistance and Professional Development Guidelines for Professional & Managerial, Confidential, and Research Associate Staff Members

Educational Assistance

The *Educational Assistance Policy* is designed to provide Professional & Managerial, Confidential and Research Associate Staff members with the opportunity to further their formal education.

Those eligible for the following provisions are Professional & Managerial, Confidential and Research Associate Staff members holding appointments whether:

- full-time
- part-time of 25 percent or more
- sessional

Please note that in the case of part-time employees, for the first three years' continuous service, the funding is pro-rated in accordance with the part-time appointment.

Provisions

i) **Credit Courses taken at a Recognized Post-Secondary Institution External to U of T:**

Fifty percent of the cost of tuition will be reimbursed to qualifying Professional & Managerial, Confidential and Research Associate staff members upon receipt of proof of tuition payment and the successful completion of course(s), taken on a part-time basis and pre-approved by ODLC, leading to certificates, diplomas, undergraduate and master's degrees.

Such courses must be either an asset to the employee in the performance of his/her present job or directly related to his/her potential career.

The maximum reimbursement for all degree / credit courses taken at a recognized post-secondary institution external to U of T is \$1500 / academic year.

ii) **Non-Credited Courses:**

a) **Taken at a Recognized Post-Secondary Institution External to U of T:**

Fifty percent of the cost of tuition will be reimbursed to qualifying Professional & Managerial, Confidential and Research Associate staff members who show successful completion of a pre-approved work related course which is either related to the employee's present job or to jobs in the same field to which the employee might logically aspire.

b) **Taken at Other Non-Post-Secondary Institutions:**

Qualifying Professional & Managerial, Confidential and Research Associate staff will be reimbursed for up to two pre-approved work-related non-degree / non-credit courses / academic year to a maximum of \$500 / course.

Procedure

The attached application for educational assistance should be completed and forwarded to the Information Officer in the Organizational Development & Learning Centre for approval

at least one week PRIOR TO the first day the course begins. When the **Application for Reimbursement** is approved one copy of the form will be returned to the applicant.

Upon receipt of proof of payment and successful completion of the course, the appropriate reimbursement will be issued.

Professional Development Fund

Professional Development is designed to support activities that, in the opinion of the department heads, will contribute to the development of Professional & Managerial, Confidential and Research Associate staff members under their jurisdiction. Activities normally covered by the *Professional Development Fund* will be outside the University, and will include workshops and seminars of up to three (3) days' duration and conferences of up to one week in length. More extensive programs may be supported by the division at their discretion.

Departments may apply for funding for their Professional & Managerial, Confidential and Research Associate staff who hold administrative staff appointments whether full-time, part-time of 25 percent or more, or sessional, including grant-supported staff and those in ancillary operations. In the case of part-time employees, for the first three years' continuous service, the funding is pro-rated in accordance with the part-time appointment.

Provisions

The employee's department will be reimbursed for sixty percent of the registration fee of workshops, seminars, or conferences (to a maximum of \$500 CDN dollars) upon receipt of registration or invoice greater than \$50 CDN dollars. Travel and accommodation costs are not eligible for reimbursement.

Procedure

The attached application for professional development funding for workshops, seminars, or conferences should be completed and forwarded to the Information Officer in the Organizational Development & Learning Centre for approval at least one week PRIOR TO the registration date. When the **Application for Reimbursement** is approved, one copy of the form will be returned along with a blank Evaluation Form.

Upon receipt of proof of payment and a completed evaluation form, sixty percent of the registration fee up to \$500 CDN dollars will be credited to the department's FIS account.

If you have any questions regarding your application, please call 416.978.6496.

**Educational Assistance / Professional Development
Application Form**

This completed form must be submitted to the Information Officer, Organizational Development & Learning Centre, 215 Huron Street, 6th Floor, Toronto at least one week prior to registration date. Please contact ODLC in the event of cancellation or non-attendance at 416.978.6496 or fax to: 416.946.3355.

PLEASE CHECK ONE:

_____ **Educational Assistance – Credited course**

_____ **Educational Assistance – Non-credit Job Related course**

_____ **Professional Development Fund**

Employee Status: _____ Professional & Managerial

_____ Confidential

_____ Research Associate

Employee's Name: _____ Personnel Number: _____

Department: _____ University Phone Number: _____

Department's Full Address: _____

Course / Seminar / Conference: _____

Tuition / Registration Fee (**Amount Before Taxes or Miscellaneous Expenses**): _____

Institution / Agency: _____

Method of Delivery of Course /Program /Seminar /Conference:(I.E. in person instruction, online etc.)

Location: _____

Duration: From: _____ to: _____

For Educational Assistance Only (Please Complete)

Degree / Diploma / Certificate That This Course Leads To: _____



DEPARTMENT HEAD APPROVAL

Signature

Print Name

Date

Title

Phone Number

FOR PROFESSIONAL DEVELOPMENT FUNDING

CF Funding: _____

Cost Centre: _____

G/L Account: _____

HUMAN RESOURCES APPROVAL

Employment Date: _____

% Appointment: _____

Authorized Signature

Date

Amount of Funding



Professional Development Event Evaluation Form

Staff Member's Name: _____ Personnel Number: _____

Department: _____ University Phone Number: _____

Name of Professional Development Event: _____

Location: _____

Date(s): _____

1. In terms of its advertised and stated purpose, indicate the extent that the event was successful.

Not at All Successful

Extremely Successful

0 1 2 3 4 5 6 7

2. Please briefly summarize the main theme of the event:

3. Comment on how well the information was presented (lecture, discussion, films, exercises); and the leader's knowledge of the subject, style of presentation, general helpfulness.

4. How do you expect to use what you learned in your present job; or how will it assist you to develop your career in the University?

5. Would you recommend this event to other University of Toronto staff? At Your Level

At Other Levels

Signature _____ Date _____