



### **Educational Assistance**

The *Educational Assistance Policy* is designed to provide staff members with the opportunity to further their formal education.

#### Eligibility

Employees holding appointments whether full-time, part-time of 25 percent or more, or sessional can apply for reimbursement. 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

50 percent of the cost of tuition will be reimbursed upon receipt of proof of tuition payment and the successful completion of career-related course(s) given at a recognized educational institution to qualifying administrative, academic or bargaining unit employees.

Such courses should be taken on the employees' own time, after normal working hours, and must be either:

- I. Individual skill improvement courses which are related to the employee's present job or to jobs in the same field to which the employee might logically aspire.
- II. Courses of study leading to undergraduate certificates, diplomas, or degrees offered at recognized educational institutions. Such courses must either be an asset to the employee in the performance of his/her present job or directly related to his/her potential career. Individual courses, even though unrelated, will qualify provided they are a part of an eligible certificate, diploma, or degree program.

#### 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, reimbursement of up to 50 percent of the tuition fee will be issued to the employee by cheque within 4 to 6 weeks.

### **Professional Development**

The *Professional Development Policy* is designed to support activities that, in the opinion of the department heads, will contribute to the development of employees 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 division at their discretion.

#### Eligibility

Employees of the University holding 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 60 percent of the registration fee of workshops, seminars, or conferences (to a maximum of 300 CDN dollars) upon receipt of registration or invoice greater than 50 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 to the application along with a blank Evaluation Form.

Upon receipt of proof of payment and a completed evaluation form, 60 percent of the registration fee up to 300 CDN dollars will be credited to the department's FIS account.

If you have any questions regarding your application please call 416-978-6496



This completed form must be submitted to the Information Officer, Organizational Development & Learning Centre, 215 Huron St., 6th Floor, at least one week prior to the registration date. Please contact ODLC in the event of cancellation or non-attendance at 416-978-6496 or Fax 416-946-3355

**PLEASE CHECK ONE:**

- Educational Assistance
- Professional Development

Employee Status:       Academic/Librarian  
                                  Union

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 instructions, 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

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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