



MANUAL: HUMAN RESOURCES

NUMBER: IV-40

CATEGORY: EDUCATION AND DEVELOPMENT

PAGE: 1 of 3

TITLE: CORPORATE EDUCATION

ISSUED BY: EXECUTIVE COMMITTEE

DATE: January 8, 2003

REVISED: Sept. 25, 2007

December 7, 2011

REFERENCE:

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## **POLICY**

Grey Bruce Health Services (GBHS) promotes programs and activities leading to professional, technical and personal growth and development. Such continuing education is supported by our Core Values and reinforced through the Performance Development Program. A range of corporate support is available for such educational opportunities as outlined below. Employees are strongly encouraged to identify their own educational opportunities for growth and development.

Such learning events and opportunities are expected to:

- align with the current mission, vision, goals and objectives of GBHS
- maximize GBHS educational resources

## **DEFINITION**

Education hours are defined as time away from regular duties for any organized activity that provides education and/or training to benefit an employee in their skill and/or knowledge.

## **PROCEDURE**

Requests for courses, workshops and seminars are received through a variety of sources:

1. Internal events are negotiated by, or in conjunction with the Manager of Organizational Development & Learning. GBHS sponsored internal programs and external course offerings are advertised throughout GBHS. All learning events supported by GBHS will display the corporate name and/or logo. Organizational Development & Learning will ensure that all events;
  - are evaluated to measure course efficacy and potential return on investment
  - are tabulated, recognized and celebrated by the Corporation
  - are programmed efficiently to avoid conflicting with other scheduled events

All monies generated through registration fees for educational events are processed through Organizational Development & Learning. A break-even analysis is conducted to develop event budgets and to set registration fees. In the event that revenue is generated, those dollars are utilized to offset the costs of other scheduled courses.



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2. Opportunities for formal and informal learning and development may also be identified through dialogue between Manager and employee. Such learning opportunities may take the form of courses, seminars, workshops, membership on task forces, committees or similar project team opportunities, secondments to a different program or department and related informal learning opportunities. Approval from Management is required.

A variety of options are available:

3. An employee who desires support for attending a non-mandatory course, seminar, workshop or conference, which is directly related to his/her current or future position, submits a request to the Manager. The Manager discusses the request with the employee with respect to scheduling arrangements and financial responsibility, taking into consideration the nature of the program and the potential benefit to both the immediate work area and to GBHS.
4. Depending upon budget availability, the Manager may approve full or partial responsibility for:
  - Paid educational leave
  - Registration/tuition fee
  - Exam Fees
  - Travel expenses
  - Meals
  - Accommodation

Reimbursement of course related fees will be processed on evidence of successful completion of the course.

GBHS does not assume responsibility for payment of travel time or other associated personal expenses such as travel insurance, personal phone calls, loss of money or personal effects.

The Manager authorizes, in writing, the employee's attendance at the program including details about agreed scheduling and financial arrangements. A copy of this document is forwarded to Organizational Development & Learning.

Staff members who receive monetary assistance to attend learning events may be requested to share this information.



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5. Information on alternate sources of funding and/or bursaries for education, including any specific application requirements, may be obtained from Organizational Development and Learning.
6. An employee who wishes to attend a program that is designed to promote personal development but not directly related to the requirements of his/her position at a time when he/she would normally be scheduled to work submits a *Request for Adjustment To Work Schedule* to the Manager. Subject to operational requirements, the Manager approves or denies the request. Depending on scheduling requirements and the preference of the employee, a change in work schedule is arranged or the required time off is approved as unpaid absent time, paid vacation time or as time in lieu of overtime/holidays worked.