
Staff Training, Development and Tuition Benefit for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick wishes to encourage its employees to further develop their job skills so that they may strive for a higher level of accomplishment in their present positions and aspire to reach a higher level of job responsibility within the University.

2.0 Applicability

- 2.1 University-wide.

3.0 Definitions

- 3.1 None applicable.

4.0 Implementation

- 4.1 In no case, will the amount of tuition benefit for an employee, spouse or eligible child exceed 50% of the regular tuition for an undergraduate degree program in that faculty. For single, credit courses, the amount of tuition benefit will be determined by using the regular tuition fee for an undergraduate course. If an individual is enrolled in a cost recovery program not affiliated with a particular Faculty, the tuition benefit will be based on program/course fees for programs/courses for the Faculty of Arts.
- 4.2 CREDIT COURSES (EMPLOYEES): Subject to the limitation (see 4.9), the University may waive tuition fees for up to two full UNB credit courses per year for University employees. NOTE: A "full" course normally refers to a 6-credit hour course taught over two consecutive terms but the waiver may be applied to up to four 3-credit courses in any given term.
- 4.3 ELIGIBILITY: this policy applies to regular full-time support and academic members who are employed, or are expected to be employed, for 12 months or more.
- 4.4 GENERAL
 - 4.4.1 Employees may audit or enrol for credit in a course in the regular academic year, Intersession, Summer School, Extension and the School of Graduate Studies.
 - 4.4.2 Employees are expected to take courses outside of their normal hours of work.
 - 4.4.3 Employees may find that certain courses they require are offered only during their normal hours of work. In this case, employees are expected to make up the time lost. The approval to take courses will take into account the department's ability to accommodate the requests. However, if employees take job-related courses at

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the request of the employer, then there will be no necessity to make up the time required. Employees enrolled in the School of Graduate Studies will receive the remission of fees up to the equivalent dollar value of the fees for two full undergraduate credit courses pre year. Employees are required to pay all supplementary fees. Employees who are unsuccessful in taking a course must successfully complete the next course at their own expense in order to qualify for the tuition waiver.

4.5 PROCEDURE

4.5.1 Employees are to make application to their immediate supervisors on the application form available in Human Resources & Organizational Development.

4.5.2 Applications are to be submitted at least four weeks prior to course registration.

4.5.3 Employees are to present a copy of their course approval at registration.

4.6 CREDIT COURSES (SPOUSES AND DEPENDENTS)POLICY: Subject to the limitation, the University will reduce tuition fees by 50% for all UNB degree credit courses taken on either a part-time or full-time basis by spouses and children of eligible employees.

4.7 ELIGIBILITY: This policy applies to spouses of eligible employees, including common law spouses; to natural and legally adopted children; and to stepchildren or legal wards of eligible employees and of superannuated or deceased employees. A child will be eligible up to and including the academic term in which his or her 26th birthday occurs. Spouses or children who are also employees shall be treated as employees only.

4.8 GENERAL: Spouses and children may enrol for credit in courses in the regular academic year, Intercession, Summer School, Extension and the School of Graduate Studies.

4.9 PROCEDURE

4.9.1 Spouses and children are required to pay all supplementary fees.

4.9.2 Application for spouses and children are to be made by the employees concerned on the application form available in Human Resources & Organizational Development.

4.9.3 Applications by children of superannuated or deceased employees are to be made by the children on the application form available in Human Resources & Organizational Development.

4.9.4 Applications are to be submitted at least four weeks prior to course registration. Spouses and children are to present a copy of their course approval at registration.

4.10 NON-CREDIT COURSES AND SEMINARS POLICY: The University may assist employees in developing their technical, administrative, supervisory and managerial skills by sponsoring

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their attendance at courses, seminars and workshops. This assistance will be dependent upon the employee's department's ability to accommodate the request.

4.11 **ELIGIBILITY:** The policy applies to regular full-time support and academic employees who are employed for, or are expected to be employed for 12 months or more.

4.12 **GENERAL:**

4.12.1 The costs of the courses, seminars or workshops which are to be approved in advance are to be borne by the employees' department.

4.12.2 Courses, seminars or workshops may be attended during or after working hours depending upon the time and department requirements. In-house and external training programs are included in this policy.

4.13 **PROCEDURE**

4.13.1 Employees are to make application to their supervisors, who have budgetary signing authority in their department, on the application form available in Human Resources & Organizational Development.

4.13.2 Applications are to be submitted at least four weeks prior to course registration.

4.13.3 Employees will be reimbursed by cheque upon successful completion of the program or by cash advance, depending on the circumstances.

4.14 **LEAVES FOR EDUCATIONAL PURPOSES (POLICY):** Employees may be granted leaves of absence with full, partial pay or no pay to upgrade their qualifications. Normally such leaves will be of a short duration.

4.15 **APPLICATION OF POLICY:** This policy applies to regular full-time support staff employees who are employed on a continuing basis.

4.16 **APPROVALS:** Approvals for educational leaves are required by the employees' immediate supervisors, the budgetary signing authorities for the employees' departments, and Human Resources & Organizational Development.

4.17 **DEPARTMENT BUDGET:** Educational assistance should be budgeted for in the department's annual budgets since the costs of such leaves are to be borne by the employees' departments.

4.18 **CRITERIA:** Applications for educational leaves shall be evaluated on the basis of the employee's work histories, the benefits of the leaves to the employees and the University, and the ability of the employees' departments to accommodate the leave.

4.19 **PROCEDURE**

4.19.1 Employees are to make application to their immediate supervisors on the application form available in Human Resources & Organizational Development.

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- 4.19.2 Employees will be advised in writing by their immediate supervisors as to whether their applications have been approved or not. This will occur once Human Resources & Organizational Development has reviewed the requests and advised the departments. Leaves that are approved will be documented by a letter signed by the University and the employee concerned.
 - 4.20 GENERAL: Employees are expected to return to employment with the University following completion of the leaves, otherwise full or partial repayment may be required.

5.0 Interpretation and Questions

- 5.1 Questions concerning the interpretation or administration of this policy should be directed to Human Resources & Organizational Development, hrandod@unb.ca or (506) 453-4648. The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus.