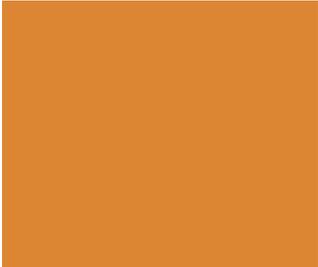


EMPLOYEE DEVELOPMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Human Resources
Approval Date:	December 1, 2021
Effective Date:	December 1, 2021
Policy Owner:	Vice President, People and Culture
Policy Administrator:	Director, Culture and Development
Objective:	<p>This policy exists to establish programs and funds to facilitate employee development and to define the criteria and eligibility for support.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governors Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
Policy:	<p>NorQuest College supports the ongoing growth and development of employees to ensure that our programs and services are high quality, relevant and aligned with Purpose, Strategy and Business Plans. We support employee development through:</p> <ul style="list-style-type: none"> • Internally provided leadership, faculty and staff development. • Externally provided courses, workshops, seminars and programs. • Financial support for individual coursework, conferences, workshops, and/or professional memberships and licensing. • NorQuest courses and programs. <p>Support for employee development is provided through funding of course/program fees, tuition, expenses (i.e. travel, accommodation, meals, books, memberships, licenses), time away from work, and tuition waiver (in the case of NorQuest courses and programs).</p>
Definitions:	<p>Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • Learning and Development Procedure • Signing Authority Policy • Travel and Related Expenses Procedure
Related External Information:	N/A
Next Review Date:	September 2025
Revision History:	<p>August 2011: new (replaces Standard Practice 7.6 and Standard Practice 7.7)</p> <p>August 2013: update for document links and branding</p>



September 2014: update for links to new related procedures
November 2014: update for change in policy owner
October 2015: reviewed and approved as per Policy and Procedure Framework
August 2018: update to document links (with new procedure names)
August 2019: Compliance Office template & reorganization update
November 2021: update to wording and document links; removed obsolete procedure references (new procedure / area and role title names)