

## **1.0 ASSOCIATED POLICY**

Learning and Development Policy

## **2.0 DEFINITIONS**

### **Career Development Fund**

A program that provides funding to eligible employees for professional development within their current role or to prepare them for a future role at the university.

### **Out of Scope (OOS) Employee**

An employee who is not included within the scope of a bargaining unit.

### **Out of Scope (OOS) Manager**

An individual who has been delegated managerial responsibility for others working at the University and who is not part of a bargaining unit.

## **3.0 PROCEDURE ELEMENTS**

3.1 To support employee development, the University provides eligible MSU and OOS Employees with access to funding through the Career Development Fund to be used for training that:

- 3.1.1 Enhances the employee's capacity to perform work in their current role; or
- 3.1.2 Prepares the employee for an expanded or different role at the University.

3.2 Eligibility for the Career Development Fund is as follows:

- 3.2.1 Continuing MSU and OOS Employees.
- 3.2.2 Term MSU and OOS Employees with appointments of at least 24 months.
- 3.2.3 Casual MSU and OOS Employees who have worked at the University for at least one year and who has worked at least 500 hours in the past year (365 days).
- 3.2.4 OOS Managers may also request funding from the Career Development Fund to support group development activities.

### **3.3 Eligible Development Activities**

- 3.3.1 The Career Development Fund can be used for tuition, reference materials, conference registration fees, or workshop fees, membership fees (provided that the membership is not a requirement for their position), and associated travel.
  - 3.3.1.1 Department budgets for professional development are to be used to pay for job-specific requirements or compliance-related training as determined by the employee's Out of Scope Manager.
- 3.3.2 Development activities within Edmonton and Alberta should be considered before requesting funding for travel.

- 3.3.3 The Career Development Fund cannot be used for general interest courses, personal development, wellness, or job-specific requirements.

### **3.4 Application Process**

- 3.4.1 To request funding, the employee completes the MSU / OOS Career Development Fund Application. The application must be approved by the employee's Out of Scope Manager and Human Resources.

- 3.4.2 Once the request has been approved, the employee registers for the activity or purchases the resource and submits the expense for reimbursement following the University's Procedure for Reimbursement of Allowable Expenses.

3.4.2.1 Expenses must comply with the University's Allowable Expenses Policy

3.4.2.2 Accounting details, e.g., Department ID, Program Code, etc. will be provided to the employee when they are notified by Human Resources that their request has been approved.

- 3.4.3 OOS Managers can request funding for group activities using the Career Development Fund – Group Activity Request Form.

- 3.5 Employees are required to provide evidence of successful completion of courses, workshops, seminars, and other activities for which Career Development Funding has been received.

- 3.5.1 If a development activity is cancelled, or the employee does not successfully complete the activity, the employee must notify their OOS Manager and Human Resources and reimburse the University for any funding provided through the Career Development Fund.

- 3.5.2 If an employee is voluntarily or involuntarily terminated prior to starting a funded activity, any approved funding may be reversed.

- 3.6 Executive Council will determine the annual funding available to employees and groups under this program.

- 3.6.1 If the cost of a proposed development activity exceeds the employee's funding allocation for the current fiscal year and is more than \$1,200, the employee may request to combine their current fiscal year's allocation with the next fiscal year's allocation. Such requests must receive approval from both the employee's Out of Scope Manager and Human Resources.

- 3.6.2 If an employee voluntarily or involuntarily terminates their employment with the University after accessing next fiscal funds but before the start of the next fiscal year, the employee may be required to repay the full amount of the next fiscal funds used.

## **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Access to MacEwan Activities Procedure
- MSU / OOS Career Development Fund Form

- Career Development Fund – Group Activity Request Form

## **5.0 ACCOUNTABILITY**

**Responsible Office**  
Human Resources

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **25.07.22**

Effective: **25.07.22**

Next Review: **30.07**

### **Modification History**

**25.07.22:** New Procedure approved by President's Policy Committee (Action Log: EC 2025.07.22-03.1).