

1.0 ASSOCIATED POLICY

Learning and Development Policy

2.0 DEFINITIONS

MacEwan Activities

Credit and non-credit courses, athletics events, theatre and musical performances by MacEwan faculty and students, Sport and Wellness activities, as well as conferences and other offerings organized and hosted by the University.

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 and foster employee connection to the University employees may participate in MacEwan Activities without paying tuition, entrance, or registration fees.
 - 3.1.1 Employees are responsible for paying special, material, and book fees, as applicable.
 - 3.1.2 To access this program, employees submit the Application for Access to MacEwan Activities form, which is available in the Forms Cabinet. Approval from the employee's Out of Scope Manager is required if the activity takes place during the employee's normal working hours.
 - 3.1.3 If required, employees may arrange for supplemental financial assistance from an applicable learning and development fund.
- 3.2 This program is available to employees as follows:
 - 3.2.1 All employees with continuing, recurring term, or term appointments.
 - 3.2.2 Casual employees who have worked at the University for at least one year and who have worked at least 500 hours in the last year (365 days).
 - 3.2.3 Faculty members with sessional appointments who have completed at least 225 Instructional Hours without a break in service greater than 180 days.
- 3.3 Access to most MacEwan Activities is available on a first come, first served basis, provided that pre-requisite criteria are met.
 - 3.3.1 Program students have priority access to credit courses.
- 3.4 Executive Council will determine the annual funding available to each employee under this program.

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

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Career Development Fund Procedure
- Application for Access to MacEwan Activities 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).