

1.0 POLICY STATEMENT

- 1.1 MacEwan University believes in the power of transformational learning and that employee learning and development is a critical factor in delivering an exceptional experience for students. This commitment to employee learning and development includes not only enhancing professional skills, knowledge, and experience but also supporting overall well-being. By fostering growth, the University aims to empower employees to excel in their current roles, prepare for future roles and enhanced responsibilities, and strengthen their connection to the University community.

2.0 PURPOSE

- 2.1 The purpose of this policy is to provide a framework for professional development and communicate the university's commitment to employee learning, development and well-being.

3.0 APPLICABILITY

- 3.1 This policy applies to MacEwan Staff Union members and Out of Scope Employees.
- 3.2 Faculty development opportunities are articulated in the Faculty Development Policy and the Collective Agreement between MacEwan and the Grant MacEwan University Faculty Association.

4.0 DEFINITIONS

In-Scope Supervisor

An individual who is part of a bargaining unit (MacEwan Staff Union or Grant MacEwan University Faculty Association) and who has been delegated day-to-day supervisory responsibility for others working at the University. Responsibilities include, but are not limited to daily work assignments, scheduling, and providing feedback on work output and quality.

MacEwan Leaders

Individuals who have been delegated supervisory or managerial responsibility for others working at the University. This includes OOS Managers and In-Scope Supervisors.

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. Responsibilities include, but are not limited to, hiring, performance improvement, discipline, terminations, etc.

5.0 POLICY ELEMENTS

- 5.1 MacEwan Leaders engage employees in conversations about their development needs and goals and provide resources on at least an annual basis to support employee learning and development.
- 5.2 Access to learning and development initiatives, financial support and professional development leave is balanced with operational requirements and financial resources, and respect for contractual commitments.
- 5.3 **Roles and Responsibilities**
- 5.3.1 MacEwan Leaders and employees share responsibility for employee learning and development. MacEwan Leaders will support a culture within their department or

faculty/school that encourages learning and development in alignment with the University's objectives and employee development priorities.

- 5.3.1.1 Out of Scope Managers are responsible for being aware of safety and compliance training that is required for the positions within their scope and for ensuring that employees complete this training.
- 5.3.2 Employees share responsibility for maintaining currency in their discipline or area of expertise and identifying their development needs for the future.
- 5.3.3 Employees are expected to discuss specific development opportunities with their Out of Scope Manager and request time off with sufficient notice to allow operational planning.
- 5.3.4 Human Resources is responsible for administration of this policy and for developing standards, procedures, and programs to support learning and development.

5.4 Time Away for Development

- 5.4.1 Paid or unpaid time off for employee development must be approved by the employee's Out of Scope Manager. Time off for employee development will be considered based on operational requirements and equitable access to resources across the team.
 - 5.4.1.1 Paid time off may be granted for professional development activities that are directly related to the employee's current position or that serve to prepare the employee for increased responsibilities within the University.
 - 5.4.1.2 Personal development activities that support the employee's personal or professional development but do not align with their current role or enhanced duties may be supported through alternative work hours or by using personal leave or vacation hours.
- 5.4.2 Employees may have the opportunity to request extended leave with pay for learning and development opportunities if eligible under the Professional Development Leave Procedure.

6.0 ASSOCIATED PROCEDURES

- Employee Access to MacEwan Activities Procedure
- Career Development Fund Procedure
- Professional Development Leave Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Faculty Development Policy

8.0 ACCOUNTABILITY

Policy Sponsor

Vice President, Finance and Administration & CFO

Responsible Office
Human Resources

9.0 HISTORY

Relevant Dates

Approved: **25.07.22**

Effective: **25.07.22**

Next Review: **30.07**

Modification History

09.10.08: New Foundational Policy approved by Board Motion 01-10-8-2009/10.

09.10.08: Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

25.07.22: Comprehensive revision to introduce new procedures and consolidate related policies, including policy name change (previously Professional Development). Approved by President's Policy Committee (Action Log: EC 2025.07.22-03.1).