

SUBJECT: Educational and Professional Development	POLICY NO: INT-18	LAST REVIEWED: August 2019
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: August 2021

SUMMARY

Policy Statement

BCITSA commits to investing in its employees, through educational incentives and professional development. Educational and Professional Development helps to empower all employees of BCITSA, as well as to better accomplish their goals.

Purpose of This Policy

The purpose of this Policy is to:

- Outline opportunities related to educational opportunities and professional development of employees
- Define the commitments of the BCITSA to its employees

Application of This Policy

This Policy applies to all full-time and part-time employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code*.

Related Documents and Legislation

N/A

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-04-30
- Amended 2019-08-26

DEFINITIONS

N/A

DUTIES AND RESPONSIBILITIES

Executive Director

The Executive Director is responsible for interpretation and enforcement of this Policy.

POLICY

1. Education

1.1. Educational Opportunities through BCIT

- a.** Under certain conditions, BCIT allows employees of BCITSA to register for courses. Full-time and part-time employees of BCITSA, who regularly work in excess of 20 hours per week may take part-time studies courses offered by BCIT without paying the tuition fee, provided that:
 - i.** The employee satisfies the normal course prerequisites.
 - ii.** No fee-paying student is displaced from the course as a result of the employee taking the course.
 - iii.** There are no additional materials or instructional costs incurred by BCIT, such as in distance education or clinical courses.
- b.** Employees are encouraged to contact the Executive Director to access educational opportunities through BCIT.

2. Professional Development

2.1. License/Membership Requirement

- a.** Regular full-time employees shall be reimbursed for their practicing license/membership when needed for their position.
- b.** When employees are required to attend professional development conferences to maintain their practicing licenses, BCITSA agrees to cover the cost of registration fees. BCITSA reserves the right to refuse cost coverage based on the financial situation of BCITSA, or if deemed unreasonable.

- c. In case of termination of employment or voluntary resignation, employees shall reimburse BCITSA the prorated percentage of their practicing license/membership not benefiting BCITSA.

2.2. General Professional Development/Work-Related Conferences

- a. Regular full-time employees may take general professional development courses with pay.
- b. The courses must be of benefit to the employee's work with BCITSA and shall be approved in writing by their respective manager.
- c. BCITSA shall reimburse registration fees for courses or events that are approved by a manager. Further reimbursement shall be at the discretion of the respective manager.
- d. BCITSA reserves the right to refuse the cost of registration fees based on the financial situation of BCITSA, or if deemed unreasonable.
- e. In case of termination of employment or voluntary resignation employees shall reimburse BCITSA the prorated percentage of their courses not completed, nor benefiting BCITSA. The prorated percentage will be agreed prior the start of the course.

PROCEDURE

N/A