



**SIMON FRASER UNIVERSITY**

**Learning Opportunities Fund**

for Employees represented by CUPE Local 3338

#### **4. RESPONSIBILITY**

##### **Employee and Supervisor (Joint):**

Employees and supervisors are each encouraged to create learning and development plans and identify potential opportunities where the LOF may apply, as part of on-going learning, development, career advancement and succession planning processes.

##### **Employee:**

The employee will complete a LOF application form and will submit it to his/her immediate supervisor.

After obtaining supervisor approval and Human Resources authorization, an employee is respo

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## **6. EXAMPLES OF ACCEPTABLE LEARNING OPPORTUNITIES**

The following is a guide to the types of Job Related Courses that may be funded:

- Supervisory and managerial
- Team building and leadership
- Communication (including business writing skills) and interpersonal skills
- Office organization and office management skills
- Computer skills: software including programming languages and hardware (other than those specifically required for the current position: see Article 22.03)
- Non-credit courses offered by the University
- Equipment use

The LOF may provide for job skills training, including typical commercial software packages used at the University as well as specialized SFU-specific systems used by various departments.

## **7. NON-TAXABLE BENEFIT**

Courses funded by LOF are non-taxable. To comply with Canada Revenue Agency (CRA), the learning opportunity must benefit the employer, be approved by an employee's supervisor and enhance current and/or future job career progression or performance versus being a personal interest course.

## **8. INTERPRETATION**

Questions of interpretation or administration this fund or its procedures shall be referred to the Director, Employee Relations & Benefits.

## **9. DATA ANALYSIS**

A copy of all authorized applications will be sent to the Union.

A semi-annual report (September 30 and March 31) of the following will be provided to the Union:

- Number of applications submitted to Human Resources
- Number of applications authorized
- Number of applications reimbursed
- Number of withdrawals or cancellations and reasons, if known
- Amount of money reimbursed from the LOF

LOF: September 2006