

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4510 – Learning and Development

Objective To establish a consistent approach to provide employees with learning and development opportunities to develop critical skills and competencies in fulfillment of organizational strategic priorities.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions

“enterprise learning” means a learning opportunity administered centrally through Human Resources;

“learning management system (LMS)” means the application used by Human Resources to administer enterprise learning opportunities;

“PCSP” means Professional and Continuing Studies Program;

“professional body” means a regulatory body that oversees professional standards for a specific profession (e.g., Chartered Professional Accountants of British Columbia, Law Society of British Columbia, Project Management Institute);

“position-specific training and development” means training that may develop an employee’s capacity for their existing position but that will not result in the issuance of a certificate, diploma, or degree by a designated post-secondary institution (e.g., FoodSafe);

“supervisor” means the person the employee directly reports to.

1. General .01 An employee’s overall job performance is considered when assessing eligibility to partake in elective learning and development opportunities.

2. Enterprise Learning .01 An employee who participates in an enterprise learning opportunity must obtain approval from their supervisor through the LMS or in writing if the learning opportunity is not administered through the LMS.

.02 The Clerk of the Legislative Assembly or the Chief Human Resources Officer may designate an enterprise learning initiative as mandatory for all Legislative Assembly employees.

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3. Professional and Continuing Studies Program (PCSP)

- .01 The Professional and Continuing Studies Program (PCSP) is funded centrally through Human Resources and may provide an eligible employee financial assistance for education that leads to the award of a certificate, diploma, or degree from an institution duly accredited by the jurisdiction in which it operates.
- .02 Through the PCSP, the Legislative Assembly will cover tuition and requisite textbooks for a regular employee who has completed their probation and requests to enrol in an eligible academic program as defined in the *Professional and Continuing Studies Program Guidelines*.
- .03 An eligible employee is responsible for submitting a complete application package, in accordance with the *Professional and Continuing Studies Program Guidelines*, for each program year. The employee must obtain appropriate approval to apply to the program in accordance with Appendix 1.
- .04 Human Resources assesses all PCSP applications with final funding approval granted in accordance with Appendix 1.
- .05 The maximum amount the Legislative Assembly may cover per 12-month program year is set in Appendix 2. The amount cannot be topped up by a department beyond PCSP funding approved by Human Resources.

4. PCSP Return of Service

- .01 An employee approved for PCSP funding must commit to a return of service 12 months beyond the respective academic program year for every 12-month period that program funding is provided.
- .02 A regular employee who has passed their probation period and who is on leave with a fixed return date (e.g., maternity, parental, pre-placement adoption) is eligible for PCSP funding with the return of service period commencing upon their return from the leave.
- .03 If an employee is unable to fulfill their committed return of service, they will be responsible for repaying the program funding received, pro-rated based on the return of service outstanding.

5. Professional Maintenance

- .01 Costs associated with the maintenance of professional certifications, designations, and memberships applicable to a regular employee's position are funded by the employee's department.

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6. Position-Specific Learning and Development

- .01 Position-specific learning and development is available to all regular and auxiliary employees subject to the approval of the employee’s supervisor, available departmental budget, and operational requirements.
- .02 Approval for position-specific training and development is determined based on:
 - a) occupational requirements;
 - b) its contribution toward achieving organizational strategic and departmental operating plan objectives; and
 - c) alignment with the employee’s performance development plan.

7. Paid Time

- .01 An employee is compensated as part of their regular work hours for the full duration of their time participating in any training or learning opportunities that are:
 - a) required for the employee’s position;
 - b) mandatory for all Legislative Assembly employees;
 - c) an enterprise learning opportunity; or
 - d) requested by the employee’s supervisor to enhance the employee’s performance in their position or undertake their job duties.
- .02 At the determination of the department director, an employee may be compensated for a portion, or the full duration, of their time participating in a position-specific learning and development opportunity as part of their regular work hours.
- .03 If training or learning opportunities are outside of an employee’s normal working hours, or if overtime is required due to operational needs, an employee will be compensated based on the terms and conditions of their employment and in alignment with *Policy 4340 – Overtime*.
- .04 Notwithstanding section 7.03, an employee participating in the PCSP is not compensated or eligible to incur overtime for their time participating in their education courses, completing assignments, studying, or taking exams.
- .05 An employee may be granted leave to attend mandatory in-person program components (residency), study, or to take an exam in accordance with *Policy 4330 – Leaves*.

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**8. Travel
Reimbursement**

.01 An employee may be eligible for the reimbursement of travel costs, when there is no equivalent academic program offered in Greater Victoria or remotely, subject to *Policy 3015 – Employee Travel*.

Contact Questions regarding this policy may be directed to Human Resources at Human.Resources@leg.bc.ca.

Procedures *Professional and Continuing Studies Application Form*
Professional and Continuing Studies Program Guidelines

References *Policy 3015 – Employee Travel*
Policy 4330 – Leaves
Policy 4340 – Overtime



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

June 26, 2023

Date

POLICY HISTORY	
Version 1	March 18, 1997
Version 2	March 26, 1999
Version 3	June 26, 2023

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**APPENDIX 1
APPROVAL AUTHORITY MATRIX**

This table summarizes the approval required for the various categories of learning initiatives:

Category	Approval Required
Enterprise Learning	Supervisor
PCSP Application	Supervisor, Director, and Respective CLG Member
PCSP Funding	Chief Human Resources Officer
PCSP Application and Funding for a CLG Member	Clerk of the Legislative Assembly
PCSP Application and Funding for the Clerk of the Legislative Assembly	Speaker of the Legislative Assembly
Professional Maintenance <i>(Position Prerequisite)</i>	Applicable Expense Authority
Professional Maintenance <i>(Not Position Prerequisite)</i>	Supervisor and Director
Position Specific Training & Development	Supervisor and Applicable Expense Authority

**APPENDIX 2
MAXIMUM PCSP REIMBURSEMENT**

The maximum amount the Legislative Assembly may cover per 12-month program year, including tuition and textbooks, is:

Intake Deadline	Maximum Amount
Between April 1, 2023 and March 31, 2024	\$7,500

This appendix is effective June 26, 2023 and may be updated to reflect increases in average tuition fees.