



Approving Authority: Human Resources

Responsible Executive: Associate Vice-President, People, Organizational Design and Risk

Title:

THE PRESIDENT'S LEADERSHIP INITIATIVE

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1. Purpose

The purpose of the President's Leadership Initiative is to provide an approved tuition subsidy for up to three (3) regular, exempt employees (each academic year) to the Master of Business Administration (MBA) Program at UNBC, when space is available.

2. Scope

This Program applies to all regular, exempt employees.

3. Program

The University of Northern British Columbia (UNBC) is committed to providing professional development opportunities for employees as part of a leadership development strategy. The University will provide a tuition subsidy for enrolment in the MBA Program for up to three (3) employees per year whose professional goals are aligned with the University's strategic direction and operational objectives. Applications will be placed in priority order based on the decision criteria outlined in the process. Acceptance into the President's Leadership Initiative Program is subject to seat availability within the MBA Program. The employee is responsible for familiarizing themselves with the UNBC Graduate Calendar, and is expected to abide by the Student Code of Conduct and all other applicable regulations and policies. Employees who receive the tuition subsidy will be required to sign a return of service commitment of twenty-four (24) months beginning the date the employee graduates from the program. The return of service commitment is a retention tool designed to provide leadership continuity within the University, and to generate a return on investment for our commitment to growing the skillset of our exempt staff.

4. Process

First, the employee must apply and be accepted to the MBA Program through the Office of the Registrar. To apply for acceptance into the President's Leadership Initiative, the employee must submit an application to the Eligibility Committee by April 1, prior to the start of the MBA Program in August. The employee's application package must be submitted to Human Resources for review by the Eligibility Committee. The application package must include:

- a. Proof of acceptance into the MBA Program;

- b. A one to two (1-2) page Letter of Intent, signed by the employee and their immediate supervisor outlining the following:
 - i. Why the employee is a good candidate for the MBA Program;
 - ii. How the employee will manage workload while attending the program;
 - iii. How the employee will maintain accountabilities of their position and meet program demands of the MBA Program;
 - iv. How the employee's career goals fit within the program in relation to the University's strategic direction and operational objectives;
 - v. How the employee's involvement with the MBA Program will benefit the future of UNBC.
- c. A Tuition Subsidy Application Form (see Appendix I) signed and approved by the immediate supervisor and Director, Senior Leader or designate.

The Eligibility Committee will notify the employee of their acceptance into the President's Leadership Initiative by May 30, prior to the start of the MBA Program in August. The Eligibility Committee will send the approved application package to Human Resources and Finance for processing. The employee's approved application package will be filed in their official personnel file in Human Resources. Please note, if the employee is not accepted, the applicant can reapply to the President's Leadership Initiative the subsequent years following the same process, or register for the MBA Program at the full cost.

5. Application Process

- a. The tuition subsidy will not be disbursed until a Tuition Subsidy Application Form has been properly completed and authorized by the employee's Director, Senior Leader, or designate (including the Return of Service Commitment section);
- b. Employees must submit the appropriate form and applicable supporting documentation for authorization to the Eligibility Committee after acceptance into the program, and by April 1, prior to the start of the MBA Program.

6. Eligibility Committee

The purpose of the Eligibility Committee is to review employee applications for strategic fit and alignment with organizational goals and succession plans. The committee will be comprised of a Human Resources representative, the MBA Director, and a representative from the Senior Leadership team (or designate). The Eligibility Committee will consider the following decision criteria when approving applications:

- a. The future benefit to the University;
- b. The alignment of the education with the employee's professional development plan, in addition to the University and department's strategic priorities;
- c. The employee's performance;
- d. Potential for leadership continuity;
- e. The existence of plans to encourage the application of knowledge and skills learned;
- f. The current availability of resources to mitigate operational impact.

The University reserves the right to limit the number of employees (and students) accepted into the MBA Program.

7. Financial Responsibility

- a. Each employee accepted into the program will pay \$1,500 per semester for five (5) semesters (21 months) plus applicable student fees and textbooks. The employee paid portion will be assessed each year and will be reconsidered based on tuition and program cost increases. The University reserves the right to increase or decrease program costs;
- b. The employee is entitled to use their professional development funds towards the cost of the program;
 - i. The employee must pay the amount owing personally, complete a Professional Development Claim form, and submit the form to Finance for reimbursement.
- c. The employee will receive a T2202A for the amount of the employee paid portion only.

8. Unsuccessful Completion

Should an employee fail to complete the MBA Program or meet the required academic standards as outlined in the Graduate Calendar, the employee will not be reimbursed for the employee paid portion of tuition.

9. Return of Service Commitment

- a. The University requires a twenty-four (24) month return of service commitment from employees who receive tuition subsidy to the MBA Program;
- b. The approved costs and the expected return of service commitment will be shown on the approved Tuition Subsidy Application Form;
- c. Human Resources will file the application form in the employee's official personnel file;
- d. The return of service commitment period will start immediately following graduation from the MBA Program;
- e. The length of the commitment will be the same for both part-time and full-time employees;
- f. If an employee resigns from their position within twenty-four (24) months of graduation from the MBA Program within the return of service commitment period, the employee will reimburse the University for the employer cost of the MBA Program on the basis of 1/24th for each unserved month of employment;
 - i. For example, if an employee leaves within 12 months of graduation from the MBA Program, and the total cost of tuition for the MBA Program is \$35,000, the repayment schedule will be as follows:

Total Cost of Tuition	\$35,000
Less: Employee Portion	<u>(7,500)</u>
Total Cost to Employer	\$27,500

Monthly Repayment Amount	
(\$27,500 / 24 Months)	1,146

Total Repayment Cost	
(\$1,146 x 12 Months Remaining)	<u>\$13,750</u>

- g. The employee will repay the calculated employer cost of the MBA Program within 30 days of their resignation date.

10. Eligibility for the President's Leadership Initiative

- a. Regular full-time or regular part-time exempt employees;
- b. This tuition subsidy does not apply to dependents.

11. Contact Information

If you have any questions, please contact a Human Resources Advisor.

TUITION SUBSIDY APPLICATION FORM



Human Resources
3333 University Way, Prince George
BC V2N 4Z9

For the MBA Program (Acceptance to the program required prior to application)

Section 1: Employee Information

Executive	Director	Manager	Other	Office Phone Number	Home/Cell Phone Number
Employee ID Number	Last Name		First Name		
Department			Title		

Section 2: Request to Receive Tuition Subsidy

Program Name	Total Cost of Program	Cost of Employee Portion
Program Start Date	Program End/Convocation Date	

Section 3: Leadership Support for President's Leadership Initiative

Immediate Supervisor:

Name Signature Date

Director, Senior Leader, or Designate:

Name Signature Date

Section 4: Return of Service Commitment

The University requires a twenty-four (24) month return of service commitment from the date of graduation for employees who receive tuition subsidy to the MBA Program. If an employee resigns from their position within twenty-four (24) months of graduation from the MBA Program the employee will reimburse the University for the employer cost of the MBA Program on the basis of 1/24th for each unserved month of employment within 10 days of resignation date.

I have read and agree to the Return of Service Agreement as outlined above and in the President's Leadership Initiative Program.

Employee's Signature

Date

Section 5: Application Package Must Include:

Proof of acceptance to the MBA Program through the Office of the Registrar attached to application

Letter of Intent signed by immediate supervisor

Tuition Subsidy Application Form signed and approved by immediate supervisor and Director, Senior Leader, or designate

Return of Service Commitment (Section 4 of Tuition Subsidy Application Form) signed and dated

Submit complete Tuition Subsidy Application Package to Human Resources by April 1st, prior to the start of the MBA Program.

For Eligibility Committee and Human Resources Use Only

Section 6: Eligibility Committee Approval

The Eligibility Committee has reviewed the employee's submitted application package. This application has been:

Approved

Denied

Committee Comments

Director, Human Resources

Name Signature Date

Vice-President (Eligibility Committee)

Name Signature Date

Section 7: Final Process Steps

Return to Human Resources Department

Vice-President delivers results to applicants

Copy of Approved Tuition Subsidy Application Form to accountsreceivable@unbc.ca