

# **Professional Development Policy**

**POLICY #PC-03-01**

**FINAL (Interim Changes effective April 1, 2022)**

## **PURPOSE**

The purpose of the Professional Development Policy is to provide clear criteria of what employee training and development fees qualify for reimbursement to enable consistent approval and reimbursement across all business departments and units. Amounts for reimbursement are eligible per fiscal year.

## **APPLICATION AND SCOPE**

This policy applies to OLG full-time and part-time employees. Contract employees are not eligible.

## **POLICY STATEMENT (& GUIDING PRINCIPLES)**

The Ontario Lottery and Gaming Corporation (OLG) recognizes the importance of investing in the training and development of its employees as a means of supporting career growth, high performance and increasing engagement. OLG supports training and development of its employees with levels of financial support to develop the knowledge, skills, and abilities to enhance their contributions to meet OLG strategic priorities.

## **REQUIREMENTS**

1. Training and development opportunities must relate to a) the employee's job functions, b) the employee's professional development or c) industry related.
2. The following requirements set out the responsibility and accountability for training and development requests at OLG:
  - a. A Professional Development Pre-Approval form is required to be completed and approved by the employee's manager. The learning activities must be aligned with an employee's professional development objectives. All terms and conditions of reimbursement are outlined on the pre-approval form.
  - b. OLG internal courses and development opportunities must be considered prior to external tuition and courses being approved. Consult your HR Business Partner for support.
  - c. The proposed training must be an effective and economical means of developing the required knowledge, skills, and abilities.
  - d. In order to qualify for reimbursement, an employee must be pre- approved prior to enrollment and, subject to statutory requirements as applicable, must be actively at work at the time of the approval and of the learning.
  - e. OLG reserves the right to cancel pre-approved professional development activities without notice due to business reasons and/or due to the cessation of the employee's employment.
  - f. Related expenses and travel costs are processed in accordance with OLG's travel, Meal and Hospitality Expense policy. Conference travel costs are considered

- separately from the conference fee.
- g. Education Programs: Tuition fees will be reimbursed once an employee has successfully completed the course (provide passing grade with receipts). Employees are expected to take these courses outside of normal working hours. Tuition fee reimbursement includes required reading materials.
3. Requests for training and development, after April 1, 2022, require the following level of approval on an *interim basis*:

Type of Request	Full-Time Employees	Part-Time Employees	Required Approval
External Tuition & Educational Programs and Conferences	\$1,000 or less	\$500 or less	Director or Senior Director
	Between \$1,000 and \$5,000	Between \$500 and \$2,500	SVP or above
	Greater than \$5,000	Greater than \$2500	SVP or above & SVP People & Culture
Memberships	Requires Approval by Director / Senior Director		

4. **MBA/EMBA Programs:** OLG, on a case-by-case basis with management sole discretion, may approve reimbursement under this Policy for participation in an MBA/EMBA program for employees in a senior leadership position.

The following requirements set out the responsibility and accountability for MBA/EMBA Program requests at OLG:

- a. A Business Case must be prepared which identifies the academic institution, duration of the program, cost, and a rationale of how the education will add value to OLG.
- b. Related expenses and travel costs must be identified and included in the Business Case and must comply with OLG's travel, Meal and Hospitality Expense policy.
- c. SVP People & Culture must review the request once EC Committee Member has approved.
- d. Final approval is required by the People, Culture and Compensation Committee (PCC Committee).
- e. If an employee's employment ceases with OLG prior to the completion of the program or within twenty-four (24) months following the date of completion of the program, the employee will be required to refund to OLG all amounts paid by OLG in respect of the MBA/EMBA program pursuant to this policy.
- f. Employees who have completed or are currently participating in OLG's Accelerate Program are not eligible for MBA/EMBA support. An employee becomes eligible following twelve (12) months of the date of program completion.
- g. Terms and conditions set out in this policy apply to requests for MBA/EMBA program unless expressly indicated above.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
<b>Employees</b>	<ul style="list-style-type: none"> <li>▪ Look for learning opportunities in everyday activities</li> <li>▪ Identify goals and activities for development</li> <li>▪ Discuss professional development activities with manager to finalize and obtain approval</li> <li>▪ Self-enrollment once pre-approval has been granted</li> </ul>
<b>Managers</b>	<ul style="list-style-type: none"> <li>▪ Encourage employees to pursue professional development activities that align and support professional development objectives</li> <li>▪ Ensure equitable access for all employees to training and development activities, based on individual employee and business needs and in accordance with the requirements set out in this Policy</li> <li>▪ Maintain all relevant documents for audit purposes</li> <li>▪ Ensure sufficient budget funds are available to cover the associated training costs</li> </ul>
<b>Directors and Executive Committee Member</b>	<ul style="list-style-type: none"> <li>▪ Provide the resources and environment that supports training and development of employees</li> <li>▪ Set training and development budgets for business units</li> <li>▪ Review and provide approval in accordance with policy</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Act as an advisor and support to Manager in planning employee development as required.</li> <li>▪ Provide guidance to leaders and employees in interpreting and adhering to this Policy</li> <li>▪ Provide consultation to the business to ensure fairness, equity and consistency of Policy application</li> </ul>

Any exceptions to this policy require the approval of the Senior Vice President, People & Culture.

## RELATED POLICY INSTRUMENTS

- Travel, Meal and Hospitality Expenses Policy
- Professional Development Pre-Approval Form
- MBA/EMBA Business Case Template

## POLICY OWNER

Senior Vice President, People & Culture

## POLICY APPROVAL

Approver	Date
Senior Vice President, People & Culture	March 2022

## REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
March 2022	P&C Policy Services	Provide interim changes Update policy template – Supersedes Professional Development Policy #CP-03-15-001