



Procedure

Procedure Name	<i>Tuition Coverage – Redundant/Abolished Employees – All Employees</i>		
Procedure #	HR 1.17	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	December 16, 2022

1.0 Purpose/ Background

NAIT values the contributions of those employees whose positions have been abolished or made redundant. This procedure establishes fair and reasonable provisions for providing educational opportunities at NAIT for NASA, AUPE, Management and Excluded employees impacted by redundancy or position abolishment who wish to enhance their existing credentials and/or train for an alternate profession.

2.0 Definitions

Term	Definition
Redundant/Abolished Position	A position that is no longer required to meet operational needs

3.0 Procedures

3.1 General Procedures

- 3.1.1** This procedure will be in alignment with applicable provisions of the AUPE and/or NASA Collective Agreements and any applicable provincial or federal legislation.
- 3.1.2** NAIT will pay the tuition for departing employees to upgrade current skills or obtain new skills.
- 3.1.3** NAIT will offer to pay the tuition based on eligibility for up to two (2) years from the date of commencement in a program or course.
- 3.1.4** NAIT's decision regarding course eligibility for the payment of tuition is final.

3.2 Eligibility

- 3.2.1** An employee whose position has been declared redundant or abolished and is not being transferred to another position at NAIT, may be eligible to have their tuition paid in a NAIT course or program.
- 3.2.2** Enrolment in a course or program must occur within one year of the individual's last day of employment with NAIT and the tuition payment, if approved, may continue for up to two (2) years from the date of commencement in the course or program.

- 3.2.3** Individuals interested in the program to have tuition paid must apply as a student for the program, meet all program pre-requisites, and be accepted into the program.
- 3.2.4** The payment of tuition will only apply to tuition costs for NAIT courses or programs and will not include costs for any textbooks, NAITSA fees, lab supplies, materials or supplies related to the course or program.
- 3.2.5** General interest and recreation courses are not eligible for tuition waiver. Academic upgrading courses will be given consideration where there is alignment with the prerequisites for the individual's intended program of study at NAIT.

4.0 Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

HR 1.0 Employment Relationship Policy

HR 2.3 Tuition Benefit

Document History

<i>Date</i>	<i>Action/ Change</i>
June 3, 2019	New
April 26, 2021	Update language from waiver to coverage to align with HR 2.3; moved principles to procedures to align with updated NAIT procedure format.
October 25, 2022	Updated HR Business titles for Policy/Procedure Leads