

Education Benefits: What's available to you and your family

DPMG Workshop

February 21, 2019



Human Resources Support

Joanne Fraser: Manager, Learning and Development

- Available to answer any tuition reimbursement program questions
- Responsible for tuition reimbursement application review and approval and processing of reimbursements

Marcie Nixon: Benefits Specialist

- Available to answer any tuition waiver inquiries
- Responsible for tuition waiver application review and approval

Today

- Review **tuition waiver** program for credit and non-credit courses at Dalhousie
- Discuss eligibility criteria and application processes for employees and dependents
- Review the **tuition reimbursement** program
- Discuss eligibility criteria and application process for employees
- DPMG specific training

Employee Tuition Waiver: Overview

- Eligibility is outlined in the DPMG Handbook, p. 34
 - Employee must be 50% FTE or greater
 - Waiver is available immediately (no waiting period)
- Up to two full credits (12 credit hours) are covered per academic year
- Only tuition fees are waived; employee is responsible for remaining fees
- Courses can be credit or non-credit, or a combination of both

Employee Tuition Waiver: Application

- All Dalhousie courses are eligible; specified CCE courses are eligible
- Must apply and be accepted into the program/course
 - Complete the waiver – must be signed by supervisor
 - Submit waiver to Employee Benefits for review and approval
 - Employee Benefits then provides the waiver to Student Accounts

Employee Tuition Waiver: Eligible Courses

Dalhousie University

- All courses/programs are eligible
- Courses may be job-related or non job-related

College of Continuing Education

- Only specified courses are covered; these courses are listed on *myDal* and include the following:
 - Computer training courses
 - Project Management Certificate courses
 - University preparation courses
- CCE courses **must** be job-related
- CCE courses are non-credit and are equivalent to 0.5 credits (3 credit hours)

Employee Tuition Waiver: Eligible CCE Computer Courses

- Adobe Acrobat X-Pro - Intro
- Adobe Dreamweaver CS6 Levels I, II
- Adobe Illustrator CS6
- Adobe InDesign CS6 Levels I - III
- Adobe Photoshop CS6 Levels I, II
- Microsoft Access 2016 (365) Levels I - III
- Microsoft Excel 2016 (365) Levels I - III
- Microsoft Excel 2016 (365) Data Analysis with Power Pivot Tables
- Microsoft Outlook 2016 (365) Levels I, II
- Microsoft PowerPoint 2016 (365) Levels I, II
- Microsoft Word 2016 (365) Levels I - III

Employee Tuition Waiver: Project Management Certificate Courses

Any of the required or elective courses in the certificate program are eligible:

- Project Management Essentials (first basic course)
- Comprehensive PM Seminar: Core Skills
- Comprehensive PM Seminar: Enhanced Skills
- Enterprise and Strategic Analysis
- Facilitation Skills for Technical Professionals
- Introduction to ISO 9001: 2015 Standards
- Six Sigma Workout
- Quality Management System Boot Camp

Dependant Tuition Waiver: Eligibility

- Eligibility is outlined in the DPMG Handbook, p. 34
 - Employee must be 50% FTE or greater
 - Waiver is available immediately (no waiting period)
- Dependents include children and spouse/common law partner
 - Children are eligible up until, and including, the academic year in which they turn 25 years old
 - *“Dependents are defined as children of the employee for whom the employee is entitled to claim tax credit under the Income Tax Act in the year in which the tuition waiver is requested or **children not over the age of twenty-five (25) to whom the employee declares that they provide regular financial support.**”*

Dependant Tuition Waiver: Application

Must apply and be accepted into the program

- Complete the waiver – must be signed by employee and dependant
- Submit waiver to Employee Benefits for review and approval
- Employee Benefits then provides the waiver to Student Accounts

Dependant Tuition Waiver: What's Covered?

- Fifty percent (50%) of tuition fees in all courses offered at Dalhousie University in any undergraduate programs in a Faculty other than Dentistry (except School of Dental Hygiene), Law, or Medicine
 - Some University of King's College undergraduate programs are eligible for the waiver: Contemporary Studies, Foundation Year, General BAs (Journalism is not eligible)
- If both parents are employees, the tuition waiver for children shall be 100%

Dependant Tuition Waiver: What's Covered?

- For children who are enrolled in Dalhousie's MD, DDS, or LLB program, *and have not claimed the tuition waiver previously (or have claimed less than 15 billing hours – this is confirmed by Student Accounts)*, a flat amount of tuition will be waived
 - The flat amount is based on the standard annual tuition for the Bachelor of Health Science; amount was \$4,332 in 2016/2017

Dalhousie Reimbursement Program

- ✓ Outlined in the DPMG Handbook, p. 35
- ✓ Credit programs or nationally recognized certifications **not available (or comparable)** at Dalhousie
- ✓ Must be job related – is required for current job/linked to the role
- ✓ Reimbursement maximum per academic year is equivalent to the average cost of two full Dal undergraduate credit courses (\$3620 for 2018-2019 academic year)

Application Package

Recommend discussing your plan/ideas with HR before submitting an application

1. Completed **Reimbursement Application Form**
2. **Letter from Applicant**
3. **Signed letter of support from applicant's supervisor** and reviewed/endorsed by Dean or AVP
4. **Program/course information**
5. Copy of your **current job description**

Reimbursement Process

- ✓ Employee pays for approved course/program
- ✓ Tuition fees only are reimbursed
- ✓ For **each** successfully completed course submit:
 1. Completed **Reimbursement Request for Funds Form**.
 2. Copy of **course final grade**.
 3. Copy of **invoice** showing paid tuition portion for course.
- ✓ Submit to Talent Management, HR
- ✓ Package is reviewed, approved and a cheque requisition sent to Financial Services

Leadership Development Programs

Target audience: mid level DPMG employees

1. Leadership Foundations
 2. Leading Teams and Others
 3. Org Leadership: Developing a Strategic Mindset
- ✓ Offered since 2014
 - ✓ Each course is offered twice/year
 - ✓ Invitation links to register sent to all DPMG members
 - ✓ Leadership Circles

Other Programs

Leading Strategy and Innovation Program

- Target audience: DPMG 08-09
- Content based on survey with DPMG 08-09 members
- Offered June 2018 and May 2019

Supervisory Development Program

- Offered once/year
- Designed to be more tactical and operational