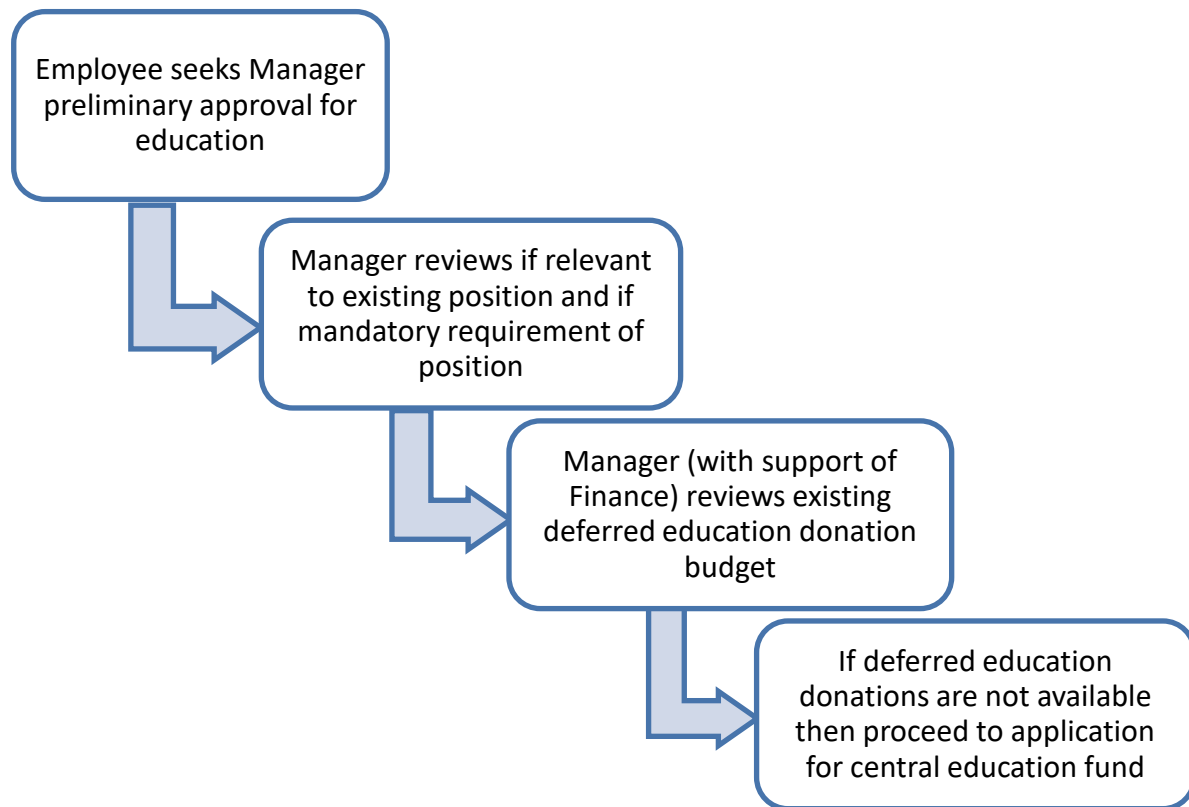


Central Education Fund Algorithm



Manager Considerations for Endorsing Employee CEF Requests

1. Is the education relevant to the individual's current role?
2. Does the individual have any performance or attendance challenges? Are they compliant with their mandatory learning (Halogen)?
3. Have other external or internal funding sources been explored?
4. What is the employee's strategy to share the information with colleagues/peers?
5. Is this education a trend within your department?
6. Is the employee scheduled to work that day and if so, what is the plan for coverage?

Potential Reasons for Declining CEF Request

- The employee has documented performance issues/challenges
- Mandatory education is past due
- The employee is on step 3 or higher in the Attendance Awareness Program
- The education is not related to their current role/stretch role
- The education does not reflect or link to the Organization's strategy, mission, vision or values
- There are less costly options for the education that covers the same content
- The education could be supported through alternative funds (internal or external)
- The employee is still within their probationary period
- The employee is casual or non-permanent

If you are considering declining an employee's request, please contact Organizational Development