Kaizen Fund Policy & Procedure: Modified
9 November 2005

Policy:
1. An employee is entitled to three opportunities for training and development during one academic year.
2. If a fourth opportunity renders itself, it will be discussed in due time.

Procedure:
- When an employee takes a course outside the University, he/she fills out the Kaizen Form and submits it to the Office of Personnel Management (OPM). The OPM keeps the Form until the employee submits a receipt of payment for the course fees. The OPM then forwards the Form to the Finance Office to reimburse the employee.
- The above does not apply to courses taken at the ICP. Payment will be done by internal transfer from the Finance Office to the ICP.

N.B. Employees are encouraged to select the development and training opportunities, which best enhance their work performance.