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| Policy Name | PROFESSIONAL DEVELOPMENT | | |
| Policy # | 703 | Category | HUMAN RESOURCES |
| Steward | Manager, Human Resources | Date Approved | July 1, 2023 |
| Next Review Date | | Date Reviewed or Revised | |

POLICY

Consistent with our belief in promoting lifelong learning, the College is committed to encouraging and supporting employees' education and work-related training opportunities. These opportunities may include professional development, training, seminars, and in-service, which is intended to enhance the educational experience of employees, learners and the efficiency of the administration of the College.

The purpose of this policy is to provide a framework to guide the allocation of professional development funds in a fair and transparent manner.

PRINCIPLES

1. The College believes that learning and development is a shared responsibility and, therefore, aims to ensure that learning opportunities result in meaningful outcomes in the workplace.
2. There are two sources of professional development funding: Employee Professional Development, and College Designated Professional Development.
3. Budget:
 - 3.1 The College will budget funds equivalent to 1.5% of employees' annual salary. These funds will not carryover.
 - 3.2 Funds available shall be dependent on the fiscal environment in any given year and shall be applied equitably to staff. The College may adjust funding amounts for individual requests at its own discretion.
 - 3.3 Professional Development activities must be directly related to, or designed to enhance the employee's performance, effectiveness, and engagement within their existing position or prepare them for career advancement within the College.
4. The College may direct an employee to undertake specific training using the employee's budget allocation.

5. For conferences, workshops, or training attended during weekdays, a maximum of the employee's regular workday may be claimed.
6. Eligible costs within the Professional Development budget include but are not limited to tuition, registration fees, and course-specific fees.
7. Travel, accommodations, meals, and other associated costs to the training will be budgeted within the program / department budget. CVA is to be used whenever possible.
8. Professional development events that an employee may choose to apply for in the upcoming fiscal year should be identified in the Employee's Annual Job Evaluation.
9. The employee and supervisor are responsible for ensuring that time off for professional development activities does not negatively impact the operations of the College.

SCOPE

This policy applies to active, full-time and part-time in-scope and out-of-scope College staff.

DEFINITIONS

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| Employee Professional Development | Training or educational opportunities initiated and requested by the employee. |
| College Designated Professional Development | Training or educational opportunities that are initiated by the College. |

PROCEDURES

1. Employees will complete and submit a Professional Development Request form to their immediate supervisor a minimum of two weeks prior to the commencement of the activity.
2. Supervisor evaluates request based on the following criteria:
 - 2.1 Course relevant to the employee's current or potential position
 - 2.2 PD budget available
 - 2.3 Building connections that may lead to additional opportunities for the College
 - 2.4 Supports Strategic Plan
 - 2.4.1 Appropriate timing for the employee and the College
 - 2.4.2 Aligns with annual training plan
 - 2.4.3 Training is valuable and beneficial to the employee /College
3. Supervisor approves or declines request and forwards to out-of-scope Manager / Chair for signing (if applicable).
4. Out-of-Scope Manager Chair approves or declines request and forward to HR.
5. Employees may be required to report back and share their learnings within the organization as appropriate.

6. Employees will be required to provide proof of successful completion of the professional development activity if requesting reimbursement (transcript, receipts, etc.).
7. Cancellation: If an employee decides not to attend a PD Event for which they are approved, they must:
 - 7.1 Inform their supervisor and Human Resources as soon as the decision is made.
 - 7.2 Cancel registration, hotel, and any other reservations related to the PD event and any other reservations related to the PD event.
8. If the training event is taking place outside of the province and / or country, please reference the applicable legacy colleges policy and form. This must be adhered to in addition to completing the PD request form.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Professional Development Request Form