



No. MGMT-HR-16

**Title: PROFESSIONAL DEVELOPMENT – PROFESSIONALS –
POLICY AND PROCEDURES**

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: January 1984
AMENDED: June 1995, October 2011, March 2014, November 2016

A. Policy

1. Composition and Mandate of the Professional Development Committee (PDC)

1.1 The PDC exists by virtue of Chapter 7 *Perfectionnement* of the Collective Agreement. The PDC is a parity committee and is composed of two representatives of the College and two representatives of the Union.

1.2 The mandate of the PDC is:

- (a) to receive, analyze and discuss requests from professionals for professional development funding and to forward its recommendations to the College;
- (b) to study the professional development needs of professionals;
- (c) to set professional development priorities and allocate funds;
- (d) to take the necessary steps to enable professionals to benefit from all professional development possibilities available to them;
- (e) when asked by the College, to give its opinion on the merits of a professional development leave request
- (f) to review the existing policy at the start of each new Collective Agreement

1.3 The College shall provide all professionals with a real possibility of development through activities, studies, training or work useful to the accomplishment of their duties.

2. Eligibility

2.1 According to Article 7.1.01 of the Collective Agreement, Ministry of Education allocates a fixed amount each budget year to:

- (a) regular full-time professionals
- (b) temporary full-time professional special projects
- (c) pro-rated amount for regular, part-time professionals
- (d) pro-rated amount for temporary part-time professional special projects

2.2 In addition, the Professional Development Committee has agreed to make funding available for full-time non-regular replacement professionals under the following conditions:

- (a) the replacement employee (with 80% workload or more) must have worked for 6 months continuously during the budget year s/he is applying for funding. The amount of the funding will be pro-rated;
- (b) the activity they wish to attend must take place during the dates of their contract;
- (c) the amount eligible to be received through professional development funding will be based on the pro-rated amount of total hours worked during the budget year. These funds will be reimbursed at the end of the non-regular's replacement contract.
- (d) part-time replacements with less than an 80% workload and occasional professionals are not eligible for funding.

3. Allocation of Funds

- 3.1 The PDC will approve funding for the following up to a maximum of an annual amount designated by the Committee for that budget year (July 1 to June 30):
 - (a) registration and tuition fees and textbooks for credit courses from a recognized college or university, based on successful completion;
 - (b) workshop or conference fees as well as lodging, meals and transportation costs (if deemed to be job-related);
 - (c) membership fees for job related professional organizations.
- 3.2 The PDC will approve funding for up to a maximum of an annual amount designated by the Committee for that budget year towards the purchase of computers, computer peripherals, or mobile devices (if deemed job-related). Professionals making a request under 3.2 can only do so once every fifth (5th) budget year following the initial purchase.
- 3.3 The PDC *will not approve* the reimbursement of:
 - (a) language courses taken privately, or at specialty houses e.g.: Berlitz;
 - (b) popular courses/workshops intended for personal development;
 - (c) certain associated fees such as I.D. cards and printed materials.

B. Procedure

- 1. The procedures for the allocation of funding are, by virtue of the Collective Agreement, established by the members of the Professional Development Committee.
 - 1.1 Applications for funding must be submitted for approval **one month prior** to attending an activity. Application forms can be found on the Dawson website under **Services, Human Resources, Professional Development.**
 - 1.2 The application, accompanied by a description and cost of the activity, must be submitted to

**The Professional Development Committee (Professionals)
c/o Human Resources Department, Room 4B-7**
 - 1.3 The request will be reviewed by the PDC and the applicant will then be informed of the Committee's decision.
 - 1.4 The employee is expected to pay for the activity and submit original receipts to the College along with other supporting documentation, e.g.: transcripts, proof of attendance etc., within one month of the completion of the activity.

It is the responsibility of each employee to forward all necessary documents within the time limits indicated in this Policy.