



PROFESSIONAL DEVELOPMENT FUND FOR NON-UNION EMPLOYEES

GOVERNANCE POLICY

CONTENTS

1.0 PRINCIPLES

2.0 POLICY FRAMEWORK

3.0 AUTHORIZATION

1.0 PRINCIPLES

- 1.1. The South Shore Regional Centre for Education (SSRCE) is committed to supporting employee professional development opportunities that enhance the performance of both the individual and the SSRCE. Employee professional development is supported within context of the SSRCE's designated budget for these opportunities. The purpose of this policy is to:
 - 1.1.1. Support employee development to ensure that employees maintain their acquired skills and job qualifications;
 - 1.1.2. Provide opportunities for employees to add to and improve their skills to support future advancement;
 - 1.1.3. Promote shared accountability between the employee and the SSRCE for the employee's professional development; and
 - 1.1.4. Ensure fairness and equity in the application of employee professional development opportunities.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

PROFESSIONAL DEVELOPMENT FUND FOR NON-UNION EMPLOYEES

ADMINISTRATIVE PROCEDURES

CONTENTS

1.0 DEFINITIONS

2.0 PROCEDURES

3.0 RESPONSIBILITIES

1.0 DEFINITIONS

- 1.1. Training Support refers to funding of up to 100% of registration fees and other associated costs for training seminars, workshops, webinars, or conferences in support of work-related goals. Training seminars, workshops, or conferences must be relevant to the employee's current role with the SSRCE or enhance the employee's opportunities for future advancement within the SSRCE. Such professional development opportunities are normally identified in the employee's annual performance appraisal and/or professional growth plan.
- 1.2. Tuition Reimbursement Support refers to reimbursement of up to 100% of the tuition portion of fees paid by employees to accredited institutions for work-related courses provided that the course is successfully completed. Tuition reimbursement support also includes ancillary fees, books, and materials. Courses must be relevant to the employee's current role with the SSRCE or enhance the employee's opportunities for future advancement within the SSRCE. Such professional development opportunities are normally identified in the employee's annual performance appraisal and/or professional growth plan.

2.0 PROCEDURES

- 2.1. This policy applies to all permanent and term Non-Union Employees as defined in the Terms and Conditions of Employment for Non-Union Employees.
- 2.2. Process for Operating Professional Development Fund Committee
 - 2.2.1. Membership shall be comprised of two Non-Union members and one member of Senior Management.
 - 2.2.2. Requests for professional development will be reviewed at each meeting of the Non-Union PD Fund Committee. In reviewing requests, the Committee shall consider the following criteria: relevance to employee's current work and/or organizational priorities; funds available; and funds allocated to the employee in the current and past two fiscal years.
- 2.3. Process for Allocation of Professional Development Funds
 - 2.3.1. In accordance with development goals formulated in their performance appraisal and professional growth plan, an employee must complete a Non-Union Professional Development Fund Request form (Appendix A). Form is available in the Human Resources office and on the SSRCE's website.
 - 2.3.2. A completed form, supported by the supervisor, is to be submitted to the Non-Union PD Fund Committee by the following intake deadlines: March 1, May 1, September 1, and December 1 for review. The employee is formally notified of the Non-Union PD Fund Committee's decision with respect to their request. If approved, the

- employee is responsible for their registration.
- 2.3.3. Prior approval by the Non-Union PD Fund Committee is required for training support and tuition reimbursement.
- 2.3.4. With respect to training support, the employee either submits:
- a) a cheque requisition form a minimum of 45 days prior to the professional development opportunity or,
 - b) an expense claim form within 90 days of the professional development opportunity to the Chair of the Non-Union PD Fund Committee or designate
- 2.3.5. With respect to tuition reimbursement support, upon completion of a course that has been approved by the Committee, the employee submits proof of successful completion of the course along with an expense claim form for tuition fees and other approved costs, including receipts, to the Chair of the Non-Union PD Fund Committee within 90 days of completion of the course. The SSRCE will not reimburse employees for courses not successfully completed.

3.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

APPENDIX "A"

APPLICATION FOR NON-UNION PROFESSIONAL DEVELOPMENT FUND

- 1) Applications will be administered as per Governance Policy and Administrative Procedures 695: Professional Development Fund for Non-Union Employees.
- 2) Applications should be marked "Private and Confidential" and sent to **Director of Finance, Regional Office.**

Employee:	
Work Location:	
Job Title:	
Seminar, Webinar, Workshop or Conference	
Tuition Course:	
Location:	
Organization:	
Date(s):	
Job/Growth Relevance:	

Breakdown of proposed expenses:

Date	Registration Fees	Books	Lodging	Mileage	Meals	Parking & Tolls	Other	*Grand Total
Total								

**Please calculate grand total*

Supervisor Approval: I have reviewed this PD application and confirm that this course, seminar, or conference is directly related to this employee's job responsibilities. I support this application.

Supervisor Signature

Employee Signature

Date of Application

For Non-Union PD Committee Only

Approved: Denied:

Date:

Comments:

Amount approved: