

<b>VANIER COLLEGE</b> ADMINISTRATIVE POLICIES AND PROCEDURES		<b>DEPARTMENT:</b>	Human Resources
		<b>KEYWORDS:</b>	P.D. - Support
<b>SUBJECT: PROFESSIONAL DEVELOPMENT SUPPORT</b>		<b>SUBJECT #:</b>	26
<b>DATE OF APPROVAL:</b> March 4, 2008		<b>U.B.R. #:</b>	7160
<b>DATE OF LAST REVISION:</b> June 2006	<b>DATE TO BE REVIEWED:</b> Winter 2011	<b>PAGE 1 OF 2</b>	

**PURPOSE**

To provide training and development opportunities for Support Personnel; to study the needs for professional development and to initiate steps to encourage accessibility to professional development.

**POLICY**

Refer to Chapter 8-00 of the Collective Agreement for Support Personnel

1. The Professional Development Committee for Support Personnel consists of up to two (2) representatives of the College and two (2) representatives of the V.C.S.P.A.
2. All regular support personnel and replacement employees eligible for benefits under article 2-3.04 of the collective agreement, qualify for professional development funds;
3. The funds available for professional development are allocated by the committee according to the following priorities:
  - a) Credit courses (including pertinent materials), conferences and workshops directly related to job function and/or to one's career path at the College. For activities directly related to job function and pre-approved by the College, travel expenses, meals and lodging will be paid by College funds other than the support staff P.D. funds.
  - b) Other courses, workshops, fitness activities, conferences likely to increase the employee's effectiveness on the job. Registration fees covered, but not other expenses (see point 3. above). Reimbursements will be made only if prior approval was given by the P.D. committee upon submission of literature describing the event.
4. A limit is set by the Committee on the amount which can be allocated to any one individual. The annual maximum for all activities is set at \$1000, while the maximum for activities under priority 3.b) above is set at \$500.

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**PROCEDURE**

1. Requests for approval of a professional development activity must be submitted in writing using the P.D. Application Form to a member of the committee and include: the nature of the activity, the location, date, duration and anticipated costs. No request may be submitted for consideration more than 6 months after the event or course has taken place.
2. The academic year is defined as beginning on July 1 and ending on June 30 of the following year. All requests for activities which begin in the current academic year must be submitted by June 1 of that year. Each December and June, the Committee will evaluate all requests against the available funds.
3. In order to be reimbursed for a non-credit course, conference, or workshop, the employee must submit a College expense form listing expenses, and a receipt of payment.
4. In order to be reimbursed for a credit course, the employee must submit a receipt of payment, and proof of successful completion of the course. Transcripts for academic courses must be submitted on or before June 1 of the current academic year.  
Re-imburement for pre-approved summer courses will be effected during the following fall semester.
5. No funds will be released without the joint signatures of a College and two Committee representatives. The College will provide the Committee with a record of processed cheque requisitions as well as a yearly budget statement.
6. The employee who has been authorized by the College to pursue professional development activities during working hours will still receive his/her regular salary.
7. Credit courses offered by the College are free of charge to eligible support employees if space is available. Credit courses scheduled during working hours require prior College approval. The enrolment from the general public has priority and the College will not be required to organize additional courses or hire extra teaching personnel.