



GUIDELINES: PROFESSIONAL DEVELOPMENT (Exempt Employees Only)

1.00 PURPOSE

The College is committed to creating a workplace which values employee development and growth. This guideline provides an accountable and transparent framework which guides the full range of operations of the professional development program.

2.00 STATEMENTS

The College recognizes the value of a management and administrative group that is committed to:

- Staying current in their field of expertise
- Being a life-long learner
- Sharing and applying their knowledge within the College community

Therefore, the College has established this Professional Development Program and Guidelines to support individual professional development (PD) for Exempt employees. PD includes activities which enhance the knowledge, performance, or career progression of an employee's work at the College and contributes to the successful achievement of the College strategic plan.

3.00 SCOPE

PD funds under this guideline applies to:

1. All continuing exempt full-time and part-time employees and;
2. All temporary exempt full-time and part-time employees who are working one year or more.

4.00 AUTHORITY/RESPONSIBILITY

The responsibility for administering and adjudication of the PD applications is vested in the Professional Development Evaluation Group (PDEG). The PDEG comprises the President, the Vice President, Corporate Services, the Vice President, Academic, Students & International.

5.00 PROFESSIONAL DEVELOPMENT LEAVE

All continuing exempt employees are entitled to fifteen (15) days of PD leave per calendar year. Requests for PD leave will be approved by the employee's direct supervisor in writing and with suitable notice. Leave days will be pro-rated for new continuing exempt employees. PD LEAVE days are not carried over.

6.00 ALLOWANCE

6.00 All eligible employees may apply for PD funding in the amount of up to \$1,500 per current fiscal year commencing April 1 and ending March 31 from the PD Fund.

- 6.01 Continuing exempt employees working less than 100% are eligible for a pro-rated amount.
- 6.02 New continuing exempt employees are eligible for a pro-rated amount starting from their first day of work.
- 6.03 PD funds are not carried over to the next fiscal year unless special permission has been granted as per sections 10 and 11.
- 6.04 PD funds cover the employee's costs only, not others.
- 6.05 PD funds must be requested for activities within the current fiscal year.
- 6.06 Efforts to receive pre-approval before any purchases should be made; there is no guarantee approval will be given for anything pre-purchased.

7.00 ACTIVITIES SUPPORTED

- 7.01 Expenditures classified as professional development include but are not limited to:
 - Registration/Tuition/Course fees
 - Purchase of texts and work-related materials
 - Membership in professional association
 - Travel Costs: transportation, accommodations and meals
 - Work-enhancing equipment: laptops, projectors, iPads, cameras, etc.
- 7.02 Excluded expenditures include but are not limited to:
 - Equipment outlined in employee's extended health benefits
 - Cellular phones
- 7.03 The PDEG reserves the right to reject PD applications if the proposals are deemed:
 - Unsupportive to the enhancement of knowledge, performance or career progression of an employee's work at the College and/or;
 - Unsupportive to the successful achievement of the College strategic plan
 - Or the purchase occurs before request has been approved

8.00 PROCEDURE

- 8.01 Submit PD Application Form to the PDEG by sending the application along with supporting documents by email to the President's Office VIA the Coordinator, President's Office. Application forms are available online, located in the Portal or SharePoint under > HR-Payroll Department Documents > Professional Development.
- 8.02 If requested, submit a final report of the activity to the PDEG by email to the President's Office VIA the Coordinator, President's Office.
- 8.03 Submit all original PD Activity "Travel / Expense Reports" within a suitable timeframe using the Budget Code: 10-00-000002-2099 to the PDEG through the President's Office VIA the Coordinator, President's Office.

9.00 MAXIMUM FUNDING AMOUNTS

Accommodation	As stipulated in the College's Travel / Expense Reports and Policy
Airfare Travel	Lowest economy airfare

Mileage	Use the College's vehicles before personal vehicle; otherwise, as stipulated in the current Travel / Expense Reports and Policy
Meals	As stipulated in the current Travel / Expense Reports and Policy
Conferences	Individual – registration or seminar fee

10.00 APPLICATION FOR DEFERRAL OF FUND

Applicants may request a deferral of their current fiscal year PD Funds. Such requests must outline a specific reason for the deferral. Possible scenarios include travelling to a distant destination for a conference or taking a course of study that is significantly greater than the annual PD allowance. The decision to grant such a deferral lies with the PDEG. If the applicant should cease to be a member of the College for any reason before the funds are used, the deferred funds are returned to the collective PD fund.

11.00 ADVANCES

In exceptional circumstances and where the proposed PD activity is considered to be of benefit to the College, eligible employees may request an advance of one year on their PD Fund in addition to the \$1,500 available in any given year. This advance constitutes borrowing on future years of PD. Repayment of these future PD funds is through future service to the College. Should an employee cease to be employed by the College for any reason, including resignation, retirement, or termination, prior to the end of this repayment period, they must repay the amount of advanced PD funds owing.

12.00 ALTERNATE SOURCES OF FUNDING

Should a PD activity exceed the allowable amount the eligible employee may also apply for approval to use monies from their department's travel budget to cover the travel portion of the professional activity. If the request exceeds the amount of \$1,500 and is not eligible for other institute budgets, applicant must provide information as to how the extra funds will be covered.

13.00 FORMS

The most current PD Application Form for Administration Exempt Staff is available on Coast Mountain College's Portal or Sharepoint under HR-PAYROLL Department Documents, under Benefits, under Professional Development.