

DAWSON COLLEGE

MANUAL OF POLICIES AND PROCEDURES

Title: PROFESSIONAL DEVELOPMENT - SUPPORT STAFF

No. HR-17

CLASSIFICATION: HUMAN RESOURCES DEPARTMENT
FIRST ADOPTED: January 1984
LAST AMENDED: May 1994, November 2011, April 2016,
February 18, 2020

1. MANDATE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

The Professional Development Committee exists by virtue of Chapter 8 of the Collective Agreement. As stated in Clause 8-1.01, its main objective is to provide help to employees in the performance of their duties. The PDC is a parity committee with two members elected by the Dawson Support Staff Union and two members appointed by the College Administration.

In order to meet its needs and to develop the particular abilities of the employees, the College shall provide all employees with tangible opportunities for professional development through activities, studies, training periods or work which may be useful in the performance of their duties or in their career path at the College. (Clause 8-1.01)

To ensure the professional development of employees, the Professional Development Committee is called upon to provide opportunities in the areas of:

- professional development activities;
- any activity which allows an employee to acquire appropriate techniques and skills in order to better perform one's duties (Clause 8-2.02);
- educational activities (activité de formation); and,
- any activity (full-time or part-time) which leads to the obtaining of a diploma (Clause 8-2.03)

The Professional Development Committee is responsible for setting priorities, reviewing applications for funding and allocating funds.

2. WHO IS ELIGIBLE FOR FUNDING

The College receives \$100.00 per regular employee (Clause 8-3.01) and for each full-time equivalent (F.T.E.) for the occasional hours worked during the previous contractual year for training and professional development activities:

- Regular support staff on a fulltime workload;
- Part-time regular support staff (based on their workload);
- Occasional (including specific projects) & substitute employees who completed six months of continuous service, based on the number of hours worked for the budget year)

3. EMPLOYEE FUNDING AMOUNT

Eligible employees may submit requests up to allotted funding amount per budget year (July 1st to June 30th). This amount may be combined for different professional development activities listed in Section 4, 5, and 7, which are subject to individual maximum amounts listed in the Funding Allotments and Procedures document.

Once the PDC receives the new year's funding and closes the previous year's financial requests, the PDC will determine the new year's funding allotment (maximum value and for the individual type of activities) and frequency. The PDC will publish the information and procedure.

In times of budgetary constraints, PDC retains the right to refuse applications or immediately lower the allocation amount to ensure fairness for eligible employees.

4. PROFESSIONAL DEVELOPMENT ACTIVITIES

4A) IN-HOUSE EDUCATIONAL ACTIVITIES

All employees shall benefit from the various in-house programs authorized by the PDC with a priority given to regular employees. Non-regular employees may avail themselves of in-house activities provided that space is available.

The PDC will use the funds at its disposal to support in-house activities such as:

- training programs;
- seminars / conferences / workshops; and
- personal development programs (Clause 8-4.00 Skills Development).

4B) CREDITED COURSES EDUCATIONAL ACTIVITIES

Credit courses from an accredited educational institution are eligible for reimbursement. Proof of successful completion of the course is required.

4C) NON-CREDIT COURSES OFFERED BY EDUCATIONAL INSTITUTIONS

Non-credit courses related to the employee's job that are taken at accredited educational institutions are eligible for reimbursement. Proof of successful completion of the course is required.

4D) LANGUAGE IMPROVEMENT ACTIVITIES

English or French language courses whether they are credit or non-credit at an accredited institution are eligible for reimbursement. Proof of successful completion of the course is required.

PDC will not reimburse language courses taken privately or at specialty houses.

4E) EXTERNAL WORKSHOPS / CONFERENCES

External workshops / conferences are eligible for reimbursement. Proof of attendance is required.

5. COMPUTER AND COMPUTER RELATED REQUESTS

The PDC will approve funding to regular and non-regular support staff employees for the purchase of a personal computer (desktop/laptop/tablet/home built, excluding phones/smartphones) according to the eligibility for funding (section 2 of the policy).

The PDC will also approve funding to regular and non-regular support staff employees for eligible software purchases. First time software purchases are eligible but subsequent upgrades or license renewals are ineligible. Upgrade versions of operating systems also qualify for funding.

Hardware upgrades, such as memory of increased storage capacity or accessories (such as printers, scanners, monitors, ink/toner cartridges) are ineligible for funding.

6. GROUP ACTIVITIES

A group of eligible employees may apply for a group activity request. The group request is independent of an individual's funding allotment and it is not affected. PDC will define the minimum size of a group. The group activity should be onsite otherwise accessible by public transportation in the metropolitan area.

7. MEMBERSHIP TO ORDER/ASSOCIATION

The PDC will approve membership fees to a professional order or other job related memberships (subject to the Committee's approval). The employee must be in good standing with their professional order or job related membership.

8. REIMBURSEMENT

8A) CRITERIA

Requests require prior approval before the activity. Expenses must be reasonable and respect the College's policy on *BOG-FIN-01 Business Expenses – Credit Cards – Policies and Procedures*.

8B) RESTRICTIONS

PDC *will not approve* the reimbursement of:

- course materials (e.g. resell-able materials like books, manuals lab material, calculators, etc...);
- subscriptions (e.g. online, magazine);
- travel costs;
- lodging costs; and,
- meal costs.

10. PROCEDURE

Decisions are reached through a simple majority of the Parity Committee. Decisions are binding on the Support Staff employee. Requests for advances will not be considered.

When a PDC support staff member submits a request, a DSSU alternate will be called upon to sit on the committee for the particular request.

If an individual's professional development activity or a group activities occurs during working hours, individuals should receive prior-approval by respective supervisors. Individuals may wish to consider applying for the Skills Development program.

The full details of procedures will be reviewed and published each year.