Dawson College
Professional Development for Support Staff
Funding Allotment and Procedure

Budget Year: July 1st, 2021 to June 30th, 2022

For the Policy, please consult: "HR-17 Professional Development – Support Staff"

Allotments:

A. Employee[1] funding allotment is $800.

	Limits on specific funding
4a) In-house educational activities	$800
4b) Credited courses educational activities	$800
4c) Non-credited course offered by other institutions	$800
4d) Language improvement activities	$800
4e) External workshops / conferences	$800
5) Computers and computer-related requests	$500 (once every three years)
7) Membership to Order/Association[2]	$800

B. A request for Group Activities may be up to $2000. The entire Group Activities allotment is up to a maximum of $4000 per year. A minimum of five eligible employees has to apply for the request. For reimbursement all the eligible employees who applied must complete the activity.

[1] As defined in Section 2 of the *HR-17 Professional Development Policy – Support Staff*
[2] As defined in Section 7 of the *HR-17 Professional Development Policy – Support Staff*

PROCEDURE

All requests for funding MUST be submitted for approval **PRIOR** to attending an activity. This helps the PDC commit the funds as well as eliminate any disappointment if the activity is not approved for reimbursement.

Application forms can be found on the Dawson website under Services, Human Resources, and Professional Development.

The application, accompanied by a description and cost of the activity, should be submitted to the attention of the Professional Development Committee (Support Staff) to the email:

hrhelp@dawsoncollege.qc.ca

The HR Department will submit the application to the PDC. The applicant will be notified of the Committee's decision regarding funding.

The employee is expected to pay for the activity and submit original receipts to the HR Department along with other supporting documentation, e.g..: proof of successful completion. Requests for money advances will not be considered.

DEADLINES (All funding must be pre-approved by the PDC)

- Credit course funding requests must be made at the start of the each semester of study. Supporting documents (transcripts and receipts) must be submitted within 6 weeks of successful completion of the course.
- Computer-related funding requests must be made PRIOR to purchase (from July 1 to June 1 of the same budget year). Supporting documents (receipts) must be received within 6 weeks of purchase.
- Conference funding requests can be made between July 1 to June 1 of the same budget year and all supporting documents (receipts, proof of attendance, etc.) must be submitted within 6 weeks of attendance.
- Funding for licenses and professional orders must be made prior to payment and supporting documents (receipts, license, etc.) must be received prior to June 1 of the same budget year.

An activity attended before June 30th will be considered within the same budget year.

Employees who do not submit their application or receipts by the appointed deadline will not be eligible for reimbursement for that budget year.

It is the responsibility of the employee making the request to forward all the necessary documents within the deadlines. Reminders will not be sent.

Reviewed on:
February 18, 2022