

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

A. POLICY

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)
- 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:

- Full-time regular support staff/Part-time regular support staff (based on their workload) (Clause 8-3.01)
- Occasional employees (based on the number of hours worked for the budget year) (Clause 8-3.01)
- Full-time/Part-time special projects (based on the number of hours worked for the budget year)
- If funding is available*, employees with a replacement contract may also be eligible for PD funds. The amount they are eligible to receive is based on the hours worked for the budget year. (Replacements applications can only be reimbursed at the end of the budget year – i.e., June 30.)

*Availability is based on whether or not the person they are replacing makes use of PD funds for the given year.

3. PROFESSIONAL DEVELOPMENT 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 provide in-house activities such as:

- training programs seminars
- conferences workshops
- personal development programs (Clause 8-4.00 Skills Development)

The PDC will reimburse 100% of the activity fee (to the exclusion of all other fees) of all commercial seminars, conferences, workshops, etc. providing these events are not a departmental responsibility.

Employees can submit suggestions at any given time for activities worthy of organization by the Professional Development Committee. The Committee will poll the membership regarding interest.

4. EDUCATIONAL ACTIVITIES

The PDC will reimburse 100% of the tuition fees of all credit courses from an accredited institution (to the exclusion of all other fees) to a maximum of \$600 per year.

The PDC will reimburse 100% of the tuition/course fees of all French-language courses (to the exclusion of all other fees) whether they are credit or non-credit. The PDC will not reimburse French-language courses taken privately or at specialty houses, e.g., Berlitz.

The PDC will approve the reimbursement of the following:

Registration and tuition fees from a recognized educational institution (based on successful completion). The PDC will reimburse the tuition fees of all credit courses including related non-optional fees. However, elective fees such as Health fees will not be reimbursed.

5. NON-CREDIT COURSES OFFERED BY OTHER INSTITUTIONS

The PDC will reimburse up to a maximum of \$600 per year for non-credit courses related to the employee's job at the College taken at other educational institutions.

6. 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) for up to \$400 per year. 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. The PDC reserves the right to decide on the parameters of computer-related purchases as they relate to professional development for employees. Employees will be allowed to use their allocation only once every 3 years for the purchase of a personal computer.

* Non-regular staff (occasionals & special projects) will only be eligible to apply for professional development funding for the purchase of a personal computer, if within the last three years, they have worked a minimum of 1820 hours (equivalent to a year full-time). Funding eligibility is based on the amount of hours worked in the budget year in which they make their request.

Replacements employees are subject to the same conditions above and funding will only be made available to them if the person they are replacing does not use their funding.

7. WORKSHOPS AND CONFERENCES

Workshop/conference registration and expenses incurred to attend a conference or workshop will be determined on a case by case basis.

COMMERCIAL SEMINARS/CONFERENCES/ WORKSHOPS/ ETC. - DEPARTMENTAL RESPONSIBILITY

The Professional Development Committee will not reimburse the fee of an activity which it considers a departmental responsibility. For example, if there is a technological change which results in new equipment and/or procedure necessitating training to operate the equipment or system.

8. MEMBERSHIPS

Fees to be a member of a professional order or other job related memberships (subject to the Committee's approval): up to a maximum of \$600 per year.

9. EXCLUSION LIST

The PDC *will not approve* the reimbursement of:

social activity costs, travel costs, lodging costs, meal costs, books, magazine subscriptions or associated fees such as I.D. card, student association fee, lab fee, supply fee, photocopy fee, exam fee, dossier fee and the like.

B. 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, Professional Development.

The application, accompanied by a description and cost of the activity, should be submitted to:

**The Professional Development Committee (Support Staff)
c/o Human Resources Department, Room 4B-7**

The HR Department will submit the application to the PDC. Upon review, the applicant will be notified of the Committee's decision to regarding funding. The employee is expected to pay for the activity and submit original receipts to the PDC along with other supporting documentation, i.e.: transcripts, proof of attendance etc.

The PDC will reimburse regular employees the applicable fees to a maximum of \$600 per academic year. All credit courses must be successfully completed (passing grade).

Any agreement of the PDC, reached through a majority vote, shall be binding on the Support Staff member. Requests for 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 funding requests must be made PRIOR to purchase (from July 1 to June 1). 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 following 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.

An activity attended before June 30 will be reimbursed from that year's budget.

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 forthcoming.

PLEASE NOTE that as the PDC has limited budget, the Committee reserves the right to refuse applications.