

PROFESSIONAL DEVELOPMENT GUIDELINES FOR EXEMPT EMPLOYEES

Committee: Victoria Acheson (Chair), Yvonne Mostert, Julie Crothers, Allan Pukila, Chris Worsley

The Professional Development Committee uses the following guidelines in approving Professional Development requests:

- 1) Each exempt employee may apply for up to \$500 per fiscal year or up to the maximum accumulated in their individual allotment per year. The total banked allotment can not be exceeded.
- 2) A request for P.D. funds, including approval by the supervisor and approval by the P.D. Committee, must be completed and confirmed **before** a commitment to a P.D. purchase, registration, or other type of P.D.
- 3) Funding for conferences will be approved if, in the judgment of the Committee, the conference constitutes professional development, not just a meeting of a professional group.
- 4) The P.D. fund will not be used for activities that constitute administrative responsibilities (e.g., attendance at provincial meetings of Deans/Directors).
- 5) The P.D. fund will not be responsible for paying for certification that is a pre-requisite for a position, unless the requirement was imposed after the incumbent was in the position.
- 6) Where supervisors direct employees to take courses or other forms of training, the department should be responsible for paying the costs of that training.
- 7) An exempt employee is not eligible for P.D. funds during his/her first probationary period and does not accumulate funds.
- 8) Where rationale for the P.D. is unclear, the Committee will contact the individual and ask for more information/clarification.

Professional Development includes professional activities which are related to your work at the college but are not **required** elements of your position functions. There is an expectation that you will first access Divisional/Departmental funds where appropriate and/or available. Educational Leave requests are the purview of the College President. It is understood that such requests will be sent directly to the College President as per the Working Conditions for exempt employees.

[Application Form – Fillable](#)
[Application Form – Print](#)