

Policy Title:	<b>Professional Development Procedure</b>
Policy Number:	<b>5011</b>
Sponsor:	<b>Vice President Administration</b>
Contact:	<b>Director of Human Resources</b>
Approved by:	<b>Boad of Directors</b>
Date:	
Next Review Date:	

## 1. Purpose

These procedures are designed to support the Professional Development policy.

## 2. Procedures

Subject to the limitations and conditions set out below, the University may, at its sole discretion, approve financial support for professional development activities that are directly related to the business of the University and/or the position occupied by the employee. Only professional development activities that further the business interests of the University or are considered by the University to be beneficial to the work the employee performs for the University, may be considered for approval.

Professional development activities may include, but are not limited to, educational courses, programs, conferences, seminars, and similar activities.

### Process to seek Financial Support

An employee who seeks financial support for professional development activities, must submit a written request to his or her line manager and HR.

A written request must be submitted for approval at least 30 days before the anticipated start date of the professional development activity the employee wishes to attend or participate in. The written request must include the following information and supporting documents:

- The nature of the professional development activity, including particulars of the course, program or activity being offered, and the name of the institution or organization offering or sponsoring the activity.
- The dates on which the professional development activity will take place.
- The amount of leave, if any, being requested, and whether the request for leave is with pay or without pay.
- The cost of attending or participating in the professional development activity and any related expenses (if applicable).
- An explanation of how the professional development activity furthers the business interests of the University or is relevant to the employee's position.

HR will review the request and supporting documents. Further documents may be requested from the employee. A request for financial support will not be processed, unless and until all the required information and documents have been received by HR.

The final decision in respect of whether financial support will be approved, and the amount of the cost of the professional development activity and any related expenses (if applicable), will rest with HR. For the avoidance of doubt, it is in the sole discretion of HR to decide whether to approve financial support and the amount that may be approved.

If financial support is approved, any reimbursement to the employee will be subject to the limitations and conditions set out below.

**Limits on Approved Financial Support**

The University may approve financial support for the cost of professional development activities.

For courses that are directly related to the staff member's current job or related to a job the staff member wishes to move into, the reimbursement per course or program will be 100% up to a maximum of \$1,500.00 per calendar year.

For courses that are not directly related to the staff member's current job or related to a job the staff member wishes to move into, the maximum reimbursement per course or program will be 100% up to a maximum of \$500.00 per calendar year.

Unused amounts do not carry forward to the next calendar year.

Reasonable expenses which are associated with the professional development activity may also be approved for reimbursement in addition to the above maximum reimbursement levels for the cost of the professional development activity. Such requests will be considered on a case-by-case basis.

**Conditions for Reimbursement**

Reimbursement of approved financial support for the cost of the professional development activity and any related expenses (if applicable), will be subject to the following conditions:

- The employee must fully participate and must complete the professional development activity, to the reasonable satisfaction of the University;
- Written proof must be provided to the University after completion of the professional development activity to confirm the employee's attendance and successful completion of the professional development activity;
- Original receipts, invoices or other appropriate written proof must be submitted to the University confirming the cost of the professional development activity and any related expenses (if applicable), along with proof that the employee has paid such costs and/or expenses; and
- The employee signing a written work-back agreement (see below).

The University will not reimburse any amount for the cost of the professional development activity or related expenses unless and until the above conditions have been satisfied.

**Work-Back Agreement**

Financial support will only be approved and reimbursed on condition that the employee signs a written work-back agreement, under which the employee agrees to remain

employed by the University for a period of at least one year following the date on which the financial support was paid by the University to the employee. The employee will be required to repay a prorated amount of the financial support if the employee resigns, retires or is dismissed for cause before the expiry of this one-year period.

**Breach of this Policy**

Any employee who fails to comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

In particular, the submission of fraudulent, inaccurate or misleading information to the University in support of a request for financial support, will be considered serious misconduct and will attract discipline, up to and including termination of employment.

**Amendments to this Policy**

The University reserves the right to amend or update this Policy from time to time at its sole discretion.