



GUIDELINES: PROFESSIONAL DEVELOPMENT (Exempt Employees Only)

1.00 PURPOSE

The College is committed to creating a workplace which values employee development and growth. This guideline provides an accountable and transparent framework which guides the full range of operations of the professional development program.

2.00 STATEMENTS

The College recognizes the value of a management and administrative group that is committed to:

- Staying current in their field of expertise
- Being a life-long learner
- Sharing and applying their knowledge within the College community

Therefore, the College has established this Professional Development Program and Guidelines to support individual professional development (PD) for Exempt employees. PD includes activities which enhance the knowledge, performance, or career progression of an employee's work at the College and contributes to the successful achievement of the College strategic plan.

3.00 SCOPE

PD funds under this guideline applies to:

1. All continuing exempt full-time and part-time employees and;
2. All temporary exempt full-time and part-time employees who are working one year or more.

4.00 AUTHORITY/RESPONSIBILITY

The responsibility for administering and adjudication of the PD applications is vested in the Professional Development Evaluation Group (PDEG). The PDEG comprises the President, the Vice President, Corporate Services, the Vice President, Academic, Students & International.

5.00 PROFESSIONAL DEVELOPMENT LEAVE

All continuing exempt employees are entitled to fifteen (15) days of PD leave per calendar year. Requests for PD leave will be approved by the employee's direct supervisor in writing and with suitable notice. Leave days will be pro-rated for new continuing exempt employees. PD leave days are not carried over.

6.00 ALLOWANCE

- 6.00 All eligible employees may apply for PD funding in the amount of up to \$1,500 per current fiscal year commencing April 1 and ending March 31 from the PD Fund.
- 6.01 Continuing exempt employees working less than 100% are eligible for a pro-rated amount.
- 6.02 New continuing exempt employees are eligible for a pro-rated amount starting

from their first day of work.

- 6.03 PD funds are not carried over to the next fiscal year unless special permission has been granted as per sections 10 and 11.
- 6.04 PD funds cover the employee's costs only, not others.
- 6.05 PD funds must be requested for activities within the current fiscal year.
- 6.06 Efforts to receive pre-approval before any purchases should be made; there is no guarantee approval will be given for anything pre-purchased.
- 6.07 PDEG reserves the right to require a repayment contract as part of its approval for some PD requests. The repayment contract states that the employee needs to repay a prorated amount for items purchased with PD funds over a one-year or two-year period. The length of the repayment contract is at the discretion of PDEG. If the employee voluntarily leaves the college before the end of the repayment contract, the full amount owing will be required.

7.00 ACTIVITIES SUPPORTED

- 7.01 Expenditures classified as professional development include but are not limited to:
 - Registration/Tuition/Course fees
 - Purchase of texts and work-related materials
 - PD travel costs: transportation, accommodations and meals
 - Work-enhancing equipment: laptops, projectors, tablets, , etc. can be purchased with PD funds once every two years
 - Regalia for convocation and other college-related activities
 - Membership in professional associations when not covered by departmental budgets, on a case-by-case basis
- 7.02 Expenditures not included are, but not limited to:
 - Equipment outlined in employee's extended health benefits
 - Cellular phones
- 7.03 The PDEG reserves the right to reject PD applications if the proposals are deemed:
 - Unsupportive to the enhancement of knowledge, performance or career progression of an employee's work at the College and/or;
 - Unsupportive to the successful achievement of the College strategic plan
 - Or the purchase occurs before request has been approved

8.00 PROCEDURE

- 8.01 Submit PD Application Form to the PDEG by sending the application along with supporting documents by email to the President's Office via the Executive Assistant, President's Office. Application forms are available online, located in the Portal or SharePoint under > HR-Payroll Department Documents > Professional Development.
- 8.02 If requested, submit a final report of the activity to the PDEG by email to the President's Office via the Executive Assistant, President's Office.
- 8.03 Submit all original PD Activity "Travel / Expense Reports" within a suitable timeframe using the Budget Code: 10-00-000002-2099 to the PDEG through the President's Office via the Executive Assistant, President's Office.

9.00 MAXIMUM FUNDING AMOUNTS

Accommodation	As stipulated in the College's Travel / Expense Reports and Policy
Airfare Travel	Lowest economy airfare
Mileage	Use the College's vehicles before personal vehicle; otherwise, as stipulated in the current Travel / Expense Reports and Policy
Meals	As stipulated in the current Travel / Expense Reports and Policy
Conferences	Individual – registration or seminar fee

10.00 APPLICATION FOR DEFERRAL OF FUND

Applicants may request a deferral of their current fiscal year PD Funds. Such requests must outline a specific reason for the deferral. Possible scenarios include travelling to a distant destination for a conference or taking a course of study that is significantly greater than the annual PD allowance. The decision to grant such a deferral lies with the PDEG. If the applicant should cease to be a member of the College for any reason before the funds are used, the deferred funds are returned to the collective PD fund.

11.00 ADVANCES

In exceptional circumstances, when funding permits, and where the proposed PD activity is considered to be of benefit to the College, eligible employees may request an advance of one year on their PD Fund in addition to the \$1,500 available in any given year. This advance constitutes borrowing on future years of PD. Repayment of these future PD funds is through future service to the College. Should an employee cease to be employed by the College for any reason, including resignation, retirement, or termination, prior to the end of this repayment period, they must repay the amount of advanced PD funds owing. If an excluded member is successful in their application to receive an advance on their PD funds, a contract outlining repayment terms must be signed.

12.00 ADDITIONAL FUNDING

Up to \$500 above the personal PD amounts will be considered upon application, if funding permits. Departmental budgets cannot be used to supplement PD activities.

13.00 FORMS

The most current PD Application Form for Administration Exempt Staff is available on Coast Mountain College's Portal or Sharepoint under HR-PAYROLL Department Documents, under Benefits, under Professional Development.

14.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	April 2024	K. Quibell, Coordinator, President's Office	President's Council
Revised	February 2025	L. Waye, President & CEO	President's Council



PROFESSIONAL DEVELOPMENT APPLICATION FORM Exempt Employees Only

Applicant's Name: _____ Date: _____
Position: _____ Fiscal Year: _____
Email Address: _____ Phone#/Local: _____

Specify PD Activity/Event – include dates, locations, name, company, etc...

[Empty box for PD Activity/Event details]

Briefly specify how this activity meets the definition of professional development (see Policy)

[Empty box for justification of activity]

Cost Analysis

Table with 3 columns: Category, Dollar sign, and Line. Rows include Registration/Tuition Fees, Materials/Supplies/Books, Transportation, Accommodation, Meals, Projected Costs, Total Projected Costs, and PD Funds Requested.

If your request exceeds the \$1,500 maximum; please indicate how the remaining costs will be covered:

[Empty box for remaining costs coverage]

Instructions: When making submission for PD funding, please complete this form, attach relevant documentation; i.e. brochures, course/course outline, dates of activity and cost information. Please forward completed form for processing to: the President's Office, attention Aman Kang (akang@coastmountaincollege.ca)

Professional Development Evaluation Group Approval:

Vice President

Vice President

President