



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 Guideline 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, Education, Student Development and International, and the Associate Vice President, Human Resources or their designate.

5.00 LEAVE

All continuing exempt employees are entitled to fifteen (15) days of PD leave per calendar year. Requests for PD leave will be provided via application to the PDEG with suitable notice. Leave days will be pro-rated for new continuing exempt employees. Leave days will not be carried over.

6.00 ALLOWANCE

6.01 All eligible employees may apply for PD funding in the amount of up to \$1,500 per fiscal year commencing April 1 and ending March 31 from the PD Fund.

6.02 Continuing exempt employees working less than 100% are eligible for a pro-rated amount.

6.03 New continuing exempt employees are eligible for a pro-rated amount starting from their first day of work.

6.04 PD funds are not carried over to the next fiscal year.

6.05 PD funds cover the employee's costs only, not others.

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
- Membership in professional association
- Travel Costs: transportation, accommodations and meals
- Work-enhancing equipment: laptops, projectors, iPads, cameras, etc.

- 7.02 Excluded expenditures include but are 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.

8.00 PROCEDURE

- 8.01 Submit PD Application Form to the PDEG with suitable notice via email to the President’s Office VIA the Indigenous Relations & Executive Advisor. Application forms are available online, located on our website <https://www.coastmountaincollege.ca/about-cmtn/cmtn-careers/professional-development> or on the Portal under > HR-Payroll Department Documents > Professional Development.
- 8.02 Submit a final report of the activity to the PDEG via email to the President’s Office VIA the Indigenous Relations & Executive Advisor.
- 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 via the President’s Office VIA the Indigenous Relations & Executive Advisor.

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 and where the proposed PD activity is considered to be of exceptional 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.

12.00 ALTERNATE SOURCE OF FUNDING FOR TRAVEL

Should a PD activity exceed the allowable amount the eligible employee may also apply for approval to use monies from their department's travel budget to cover the travel portion of the professional activity.

13.00 FORMS

Application forms are available online, located on our website <https://www.coastmountaincollege.ca/about-cmtn/cmtn-careers/professional-development> or on the Portal under > HR-Payroll Department Documents > Professional Development.



Applicant's Name: _____

Date: _____

Position: _____

Fiscal Year: _____

Email Address: _____

Phone#/Local: _____

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

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

Cost Analysis

Registration/Tuition Fees:	\$	
Materials/Supplies/Books:	\$	
Transportation:	\$	
Accommodation:	\$	
Meals:	\$	
Projected Costs:	\$	
Total Projected Costs	\$	
PD Funds Requested	\$	

Requests exceeding \$1,500 maximum (or pro-rated amount), please indicate how the remaining costs will be covered:

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 Ali McDougall (amcdougall@nwcc.bc.ca)

Professional Development Evaluation Group Approval:

Vice President

Vice President

President