

Procedure Number:	8000p
Procedure Title:	Professional Development
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June, 2023
Next review date:	June, 2026

1. Purpose

1.1. These procedures are designed to support the Professional Development policy.

2. Professional Development Activities

2.1. 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.

2.2. Activities that are directly related to the staff member's current job or related to a job the staff member wishes to move into, may include, conferences, workshops, seminars, and more formal educational opportunities such as certificates, diplomas, and degrees (including those deemed a requirement by the employee's department) offered by external institutions.

2.3. Activities that are not directly related to the staff member's current job or related to a job the staff member wishes to move into, may include Personal and leadership development, financial planning, career coaching and learning related to diversity, equity, inclusion and truth and reconciliation.

2.4. For activities directly relating to health, lifestyle and wellness employees should avail of their Lifestyle Spending Account (LSA).

3. Process to seek Financial Support

3.1. An employee who seeks financial support for professional and personal development activities, must submit a written request to their Line Manager/Program Chair and HR for approval.

3.2. A Professional Development Form 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.

3.3. The written request and completed Professional Development Form 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 cost of attending or participating in the professional development activity and any related expenses (if applicable); and
- An explanation of how the professional development activity furthers the business interests of the University or is relevant to the employee's position.

3.4. 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 all the required information and documents have been received by HR.

3.5. The HR department makes the final decision regarding financial support for professional development activities and related expenses. The decision to approve or deny financial support, as well as the amount of support, is entirely at the discretion of HR.

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

4. Limits on Approved Financial Support

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

4.1.1. For activities 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 per budget year.

4.1.2. For activities 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 per budget year. Activities must be related to professional development that enhances the staff member's knowledge, performance, or career progression at the University.

4.1.3. Unused amounts do not carry forward to the following year.

4.2. 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.

5. Conditions for Reimbursement

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

- HR approval.
- 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 the Professional Development Form agreeing to the work-back agreement.

5.2. 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.

6. Work-Back Agreement

6.1. Financial support will only be approved and reimbursed on condition that the employee signs the written work-back agreement included in the Professional Development Form, 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 before the expiry of this one-year period.

7. Breach of this Policy

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

7.2. 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.

8. Amendments to this Policy

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