

## Procedures – Professional Development Policy

### Background:

The Professional Development Policy states that:

The College is committed to creating an engaging workplace dedicated to student success by providing life-long learning opportunities to all employees through Canadore-funded and supported professional development and personal growth activities.

In addition to individualized professional development, the College has a responsibility to provide general professional development that is linked to the annual performance review of administrators and the performance review processes for faculty and support staff that are aligned with the College's strategic plan.

### Application

The policy applies to full-time employees (administrative, support, academic), partial load employees under contract, and regular part-time (RPT) support staff.

#### 1. Criteria

##### 1.1 Specific training for specific job assignments

Applies where there is an identified knowledge or skill requirement directly related to an employee's present or future position or job responsibility.

*Expectations:* Within overall financial considerations, the College can reasonably be expected to provide full support for this category of professional development and the provision of time off to attend the training.

##### 1.2 General training and supporting general job responsibilities

This involves professional development that is relevant to job responsibilities as well as enhancing an employee's career development.

*Expectations:* Within overall financial considerations, the College can reasonably be expected to provide support for this category of professional development on a cost-sharing basis as it will benefit both the College and the employee.

##### 1.3 Professional development for personal growth

This involves professional development that does not relate directly to current job responsibilities or specific operational requirements of the College.

*Expectations:* Individuals are expected to provide full financial support for this form of development. However, the College may provide “in-kind” support such as time off provided the operational requirements of the individual’s position are not compromised.

**2. Professional Development Requiring Tuition Subsidy and/or Reimbursement of Expenses Approval Process and Procedures:**

- 2.1 Employees must complete a Professional Development Request for Approval form available on the Canadore employee portal (iCan) under Documents / Organizational Development and Talent Management (ODTM) / Professional Development.
- 2.2 Employees submit the Professional Development Request for Approval form to their immediate supervisor. The supervisor reviews the request to determine the category of professional development and then responds to the request. The supervisor must indicate whether the professional development is work related.
- 2.3 All professional development that is research related must be identified as such and reviewed and approved by the Research Centre in advance of submission to the program / department Senior Team member.
- 2.4 Once research-related professional development is approved by the supervisor and the Research Centre, employees forward their Appendix II: Budget - Professional Development Submission with details on the professional development requirement to their supervisor prior to submission to Senior Team member.
- 2.5 All requests for out-of-province professional development must have the approval of the employee’s vice president in addition to their immediate supervisor and Organizational Development and Talent Management (ODTM).
- 2.6 Approval for all Canadore College, other college and university courses, and conferences and seminars are guided by the Purpose and Principles outlined in the Professional Development Policy.
- 2.7 New Professional Development Requests for Approval not previously submitted through the Appendix II budget process can be submitted on a first-come, first-served basis until the annual budget is exhausted.

### 3. **Approved professional development**

With each new fiscal year, once the professional development receives final approval (submitted on Appendix II) and the category is identified, the following procedures will apply:

#### 3.1 Canadore College Courses:

Canadore offers all eligible employees a reduced tuition fee of \$20 per ministry-approved course offered at Canadore (including Ontario Learn, Continuing Education and degree level), which covers the cost of tuition only. To be eligible to take these courses, employees must meet the College's entrance and admission requirements, not displacing a full-time registrant. All registrants will be subject to academic policies as part of the eligibility requirements. All other expenses related to the course (such as books or materials) are the responsibility of the employee. Courses must be taken on the employee's own time or as mutually agreed between the employee and their supervisor. Please refer to related Collective Agreements: full-time Academic and Partial Load (Articles 12 and 26.07), full-time Support Staff (Article 9) and regular part-time Support Staff (Article 12).

For part-time employees (not regular part-time) who wish to enroll in a part-time post-secondary course at Canadore, the College will sponsor 50% of the tuition fee for one course per semester.

3.2 Professional development approved as part of the budget process (Appendix II: Budget - Professional Development Submission) is submitted to the ODTM office by email: [odtm.information@canadorecollege.ca](mailto:odtm.information@canadorecollege.ca) with "PD - Canadore Course" in the subject line. Employees will receive confirmation from ODTM once approved. ODTM adds an account code to the Professional Development Request for Approval form and forwards to Accounts Payable with a copy to the employee.

3.3 Next, employees must complete the following steps:

- Submit completed [Professional Development Request for Approval](#) form and the [Part-time Student Registration form](#) to [admissions@canadorecollege.ca](mailto:admissions@canadorecollege.ca)
- Payments will be collected by the Admissions Office.

3.4 Upon successful completion of the course, employees are required to provide a copy of their transcript for their personnel file to the ODTM Office by email: [odtm.information@canadorecollege.ca](mailto:odtm.information@canadorecollege.ca) with "PD - Course Transcript" in the subject line.

- 3.5 College and University Courses (Non Canadore courses)  
Tuition assistance is available on a 50/50 cost-share basis for certificate, diploma, degree, doctoral programs and/or professional association courses taken at an accredited post-secondary institution (other than Canadore).
- 3.6 Upon successful completion of the course/program, original receipts for tuition paid and a copy of the transcript must be submitted with the completed [Meal and Travel Expense Statement form](#) to the immediate supervisor, within 3 months of the date of completion (or prior to the fiscal year-end deadline), to be eligible for reimbursement. Once approved, submit documents to the ODTM office by email: [odtm.information@canadorecollege.ca](mailto:odtm.information@canadorecollege.ca) with "PD -Tuition Reimbursement" in the subject line.
- 3.7 To ensure equitable access to professional development, a life-time limit for tuition reimbursement is set at \$15,000 for the completion of diplomas, undergraduate, and graduate credentials, and a cumulative credential maximum of \$20,000 is set for doctorate degrees. This maximum does not include Canadore courses.
- 3.8 Within overall financial considerations, the College reserves the right, at its sole discretion, to exceed the lifetime limit for tuition reimbursement when deemed necessary to support the College's strategic priorities and direction.
- 3.9 Employees must remain employed with Canadore throughout their program and up to two (2) years after completion of their program of study. Where the employee voluntarily leaves, the employee will be required to reimburse Canadore according to the following schedule:
- 3.9.1 If the employee leaves before two (2) years after completion of the program, fifty (50) percent of the total costs provided by Canadore from the start of the program must be reimbursed.
- 3.9.2 Exceptions to this condition of reimbursement are made on a case-by-case basis, requiring Senior Team approval.
- 3.10 Conferences and Seminars  
Dependent upon the category identified on the Professional Development Request for Approval form, the cost of the conference or seminar will be covered either by the College or a cost-share basis determined by the College.
- 3.11 To ensure equitable access to professional development, an annual maximum of \$2,000 for conference and seminar reimbursement has been set except where there is an identified knowledge or skill requirement directly related to an employee's present or future position or job responsibility.

- 3.12 Upon completion of the conference or seminar, employees are to send original receipts with completed Meal and Travel Expense Statement to their immediate supervisor, within 3 months of the date of completion (or prior to the fiscal year-end deadline), to be eligible for reimbursement. Employees are to submit documents to the ODTM office by email: [odtm.information@canadorecollege.ca](mailto:odtm.information@canadorecollege.ca) with “PD – Conference/Seminar Reimbursement” in the subject line.

#### **4. Responsibilities**

##### **4.1 Managers**

It is the responsibility of managers to:

- Review and monitor College strategic plans and priorities annually as part of the planning and budgeting process, and
- Prioritize professional development activities.

##### **4.2 Employees**

It is the responsibility of employees to:

- Take an active role in the process of identifying their own learning and development needs;
- Submit applications according to budget guidelines and due dates and obtain approval for funding in advance of registering for any course or program. All professional development that is research related must be identified as such and reviewed and approved by the Research Centre in advance of submission to Program/ Department Senior Team member;
- Demonstrate ongoing currency in their field and a commitment to continuous improvement of their skills and knowledge;
- Participate in training deemed essential or mandatory by the College (e.g.: WHMIS);
- Transfer learning gained from professional development to their position by discussing the learning application with their supervisor; and
- Share learning gained from professional development with College colleagues and the College community, where appropriate through agreed-upon forums.