

## **SD42 PROCEDURE: 7710.1**

### **PROFESSIONAL DEVELOPMENT FOR EXCLUDED EMPLOYEES**

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#### **SCOPE**

This procedure applies to all excluded employees defined as those employees who are not represented by a bargaining unit or those employees who occupy a position that is not included with or covered by collective bargaining as defined under the BC Labour Relations Code. Excluded employee groups include employees who are designated as executive, exempt, and principal or vice principal (inclusive of “district” designated positions).

#### **PROFESSIONAL DEVELOPMENT**

The Board of Education believes that professional development for staff in support of attaining the school district’s goals along with an individual’s professional growth goals is both valuable and necessary. The Board further believes that professional development must be of benefit to both the employee and the school district.

Attendance at seminars, workshops, and conferences are the most common professional development activities.

Post-secondary level courses may qualify for reimbursement if they meet additional criteria as follows:

- Be approved by the Superintendent or the Secretary Treasurer at the recommendation of the Senior Team member with supervisory responsibility of the employee.
- Be independent of a degree or certificate program the employee is pursuing for personal development. Qualification is determined course by course and not on a full field of study.

Continuing education courses for the maintenance of licenses that are a requirement of the employee’s position are not automatically considered professional development and do not necessarily qualify for fee reimbursement.

#### **SCHEDULING AND APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES**

An employee who wishes to register for a professional development activity must receive approval from their supervisor prior to registering for the professional development.

To qualify for reimbursement from professional development funds, professional development activities must meet the following criteria:

- are approved by the employee’s supervisor,
- are aligned with and supports the individual’s performance review and professional growth plans,
- support the fulfillment of the school district and school/department goals and objectives, and;
- are comprised of coursework that is consistent with the duties of the employee’s position description.

Professional development requests will be reviewed by the supervisor to ensure that the following criteria is met:

- the requested professional development activity aligns with and supports the employee's performance evaluation and professional growth plan,
- there are sufficient funds available to support the request,
- the leave requested to attend the professional development activity does not negatively impact school district operations, and
- the estimated expenses conform to all applicable school district policies and procedures.

Expenses arising from the employee's participation in approved professional development can be paid from the employee's professional development funds if they have been pre-approved and they conform to all applicable school district policies and procedures.

**UPDATED: May 2025**