

SD42 PROCEDURE: 7710.1

PROFESSIONAL DEVELOPMENT FOR EXCLUDED EMPLOYEES

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 fill out the Pro-D and Travel Approval form, attach all required supporting documentation and submit it for approval by the supervisor.

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 in accordance with the Board's policy "Performance Evaluation for All Excluded Employees",
- 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.

A copy of the approved Pro-D and Travel Approval form is provided to the Finance Department.

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.

Pro-D and Travel Form. <https://portal.sd42.ca/department/fin/Pages/default.aspx>

RECEIVED FOR INFORMATION: January 24, 2018



Pro-D and TRAVEL APPROVAL FORM

This form is to be completed before registering for School District funded Pro-D or travelling on School District business.

Applicant details

Name of Requestor _____ Employee ID _____
 School/Department _____
 Email address _____ Phone No. _____

Professional Development and Travel details (Please attach copy of proposed Pro D and travel itinerary)

First day of travel _____ Last day of travel _____
 N° of business days _____ N° of private days _____
 Purpose of Pro-D/travel _____
 Location of Pro-D/Travel _____

Estimated Pro-D and travel costs (CAD\$)

Transportation (Airfare, Car, Ferry, etc.) \$ _____
 Registration Fees (conference/seminar) \$ _____
 Accommodation \$ _____
 Meals and incidentals \$ _____
 Other \$ _____
Estimated Total Costs \$ _____

Attach supporting documentation:

- conference program
- airfare cost estimate
- accommodation cost estimate at government rate

Funding Source

	Account to be charged	Current Balance	Amount Used
Personal Pro-D			
Board Funded			
Other			

Employee declaration

- I confirm that I have read and will comply with the SD42 Travel Policy and Travel Procedure
 I confirm that I have made arrangements to cover my duties for my absence
 I confirm that I have read and will comply with the SD42 Professional Development Policy

Applicant's signature _____ Date _____

Approval by Supervisor

I approve the professional development and travel arrangements and estimated Pro-D and travel costs indicated above.

Signature _____ Date _____

Name: _____

Position: _____

Submit a copy of the approved form to DEO Finance.
 If expenses will be charged to a pCard you must also submit a copy to the person who reconciles your pCard transactions.