Professional Development
(Appplies to administrative and professional staff only.)

2. **General Policy Statement**

   The University supports the principle of human resource professional development designed to meet the needs of the employee and the organization.

   Professional development can provide an essential contribution to the achievement of individual, departmental and University goals and objectives, both now and in the future. The institution at all levels has a responsibility for the professional development of its human resources.

3. **Definitions**

   3.01 **Continuing Employee** -- an employee with an appointment with no end date.

   3.02 **Full-time Employee** -- a continuing or a temporary employee appointed to work seventy-two (72) hours bi-weekly on a regular basis.

   3.03 **Part-time Employee** -- a continuing or a temporary employee appointed to work less than seventy-two (72) hours bi-weekly on a regular basis.

   3.04 **Professional Development** -- the process of providing instruction and practice for employees to establish, maintain and improve the knowledge and experience necessary to meet their current responsibilities effectively and efficiently, and is the planned growth of knowledge, skill and experience of employees so that they may assume more complex and responsible duties in the organization in the future.

   3.05 **Job Related Courses** -- those courses that will assist in maintaining or improving the knowledge and skill necessary to meet current responsibilities or future University job opportunities. The courses will normally be offered by educational institutions or other recognized providers of professional learning. A course that is required for a specific task in the employee's current position is the responsibility of the employee's department. There will be a record of successful completion (diploma, certificate, or academic credit).

4. **Responsibility**

   Human Resources will only be responsible for funding professional development activities to the extent outlined in this policy. Individual departments are responsible for any other professional development costs.

5. **Entitlement**

   Accepted avenues of professional development, which are centrally funded, are the following:

   **5.01 Tuition Reimbursement** (See Policy AD 9-10 for Tuition Waiver for on campus courses.)

   a. Subject to (b), a Continuing Employee is eligible for reimbursement of 100% of the course costs of off-campus Job-Related Courses approved by his/her supervisor up to a maximum of $1000 in any one calendar year. This amount is an annual eligibility and cannot be carried forward to future calendar years. The expenses
covered by this fund may include tuition costs, examination fees, textbooks and required course material.

b. A Part-time Employee in a Continuing Position is eligible for reimbursement of a percentage of the tuition costs of off-campus Job-Related Courses approved by his/her Supervisor based on the percentage of full-time hours the Employee normally works in a bi-weekly period. The maximum amount available in a calendar year will also be prorated as a percentage of $1000 based on the normal hours worked in a bi-weekly period.

c. Tuition Reimbursement is not an alternative to Tuition Waiver set out in Policy AD 9-10. Employees shall not be approved for Tuition Reimbursement if the Job Related Course or equivalent, is offered by the University. In circumstances where a Job Related Course or equivalent is not offered at the University or an Employee is inadmissible to a particular program or course at the University, then Tuition Reimbursement may be granted subject to evidence the program or course is not offered by the University or evidence of the Employee’s inadmissibility.

d. In exceptional circumstances Tuition Reimbursement over the $1000 maximum may be allowed with the approval of the appropriate Dean/Director and the Executive Director, Human Resources.

5.02 In-House Programs

See paragraph 7.02.

5.03 Development Funds

Developmental managerial courses to meet individual needs, not available through Human Resources but available elsewhere, will be financed through development funds established in Human Resources, contingent on the overall financial situation of the University each year.

5.04 Job Enrichment and Job Rotation

See paragraph 7.04.

6. Eligibility

Continuing full-time and continuing part-time employees.

7. Procedures

7.01 Tuition Reimbursement

For tuition to be reimbursed, the following conditions must be met:

a. Application must be made (FAD 9-3) and approved in advance of registration.

b. An Employee and a Supervisor shall mutually develop and agree to a professional development plan prior to application for Tuition Reimbursement. The agreed professional development plan and Educational Reimbursement Application, approved by the Employee’s supervisor, must be submitted to Human Resources prior to registration.

c. Any necessary arrangements for time off the job must be approved in advance by the supervisor. Department heads are responsible for ensuring that courses do not interfere with the department’s normal level of service.

d. The employee must be on the payroll both at the time of commencement and the conclusion of the course.
e. Proof of successful completion of the course and proof of tuition fee payment must be submitted to Human Resources for reimbursement.

7.02 In-House Programs

Where there is a demonstrated organizational need, training and development programs and courses which are feasible in terms of the cost and the number of participants will be made available in-house by Human Resources at no cost to participants or departments.

7.03 Development Funds

Proposals to attend developmental managerial courses may be initiated by individuals or departments for specific courses, or the University may sponsor a limited number of participants in selected programs.

Applications from individuals must be approved by the appropriate Dean or Director and supported by written evidence of the benefit of the program to the individual and the University and be submitted to Human Resources.

7.04 Job Enrichment and Job Rotation

In the event of temporary vacancies in administrative and professional positions, departments are encouraged to concentrate their search for replacements among the other administrative and professional employees in the same department or in another department. To facilitate this process, all temporary positions greater than three months will be posted. Job rotations and cross training of management employees can be utilized as part of staff development and job enrichment and should be considered by all departments. If a department is unable to identify an acceptable employee within their own area, Human Resources should be contacted for assistance.

Employees who wish to exchange positions within or between departments for a duration of three (3) months to one (1) year shall be able to do so subject to the approval of the supervisors of the department or departments affected.

In order to facilitate the above, the University and APSA shall maintain a joint Job Rotation and Exchange Committee which shall actively promote opportunities for job rotation and exchange. The Committee shall try to match those seeking rotation or exchange with others. The Committee shall keep an index of requests and opportunities. The Committee shall advise supervisors on the criteria to apply when making a decision to allow or disallow a requested rotation or exchange. The Committee shall report annually to the parties on the extent and success of rotations and exchanges and make recommendations to enhance job enrichment through rotations and exchanges.

Further, the Joint Job Rotation and Exchange Committee shall study ways and means of providing reciprocal exchanges between the University, external organizations including agencies, institutions, government and business.