Reimbursement of Professional Development Expenses

2. General Policy Statement

The University has established a professional development fund for administrative and professional staff to assist them in their professional development. This fund is in addition to monies normally made available by departments for professional development.

3. Eligibility

A Continuing Employee whose start date falls between January 1 and September 30 is eligible for a reimbursement on January 1 the following year. A Continuing Employee whose start date falls between October 1 and December 31 of one year is not eligible for reimbursement on January 1 immediately following, but will be eligible on January 1 the subsequent year. The professional development allowance will be pro-rated for part-time employees.

4. Entitlement

4.01 The amount of reimbursement for Professional Development is:

- effective January 1, 2007 $600;
- effective January 1, 2009 $700.

4.02 The following expenses incurred by the member on his/her own behalf are eligible to be reimbursed:

- a. professional dues, subscriptions, journals and books;
- b. equipment, including computer hardware and software; and
- c. conference fees, including travel and associated expenses.

4.03 Questions of eligibility can be clarified in advance by contacting the Learning and Development Coordinator in Human Resources.

5. Procedure

5.01 Only one expense statement for reimbursement may be submitted in each calendar year.

5.02 Unused professional development funds in a calendar year may be carried forward to the next calendar year but in no case will an employee's entitlement be greater than:

- effective January 1, 2007 $1,800;
- effective January 1, 2009 $2,100.

On termination of employment, unused professional development funds will revert to the University.
5.03 Claims for professional development expenses must be submitted by the employee incurring the expense directly to Human Resources for approval and must be accompanied by original receipts.

5.04 The approved expense statement and receipts will be forwarded by Human Resources to Financial Services.

6. University Property and Determination of Fair Market Value

6.01 All tangible goods (e.g., computer, books), or portion thereof, purchased through the Professional Development expenditures account are the property of the University. At the date that fair market value equals $0, the ownership of the tangible good is deemed to transfer to the Employee.

6.02 If the Employee retires or terminates employment as a Employee prior to the fair market value equaling $0, the Employee will have the option of purchasing these item(s) from the University at fair market value or declaring the item(s) a taxable benefit at fair market value as at the date of such retirement or termination of employment. Should the Employee choose to retain any items purchased or declared a taxable benefit under this policy upon retirement or termination of employment, a market value determination will be required.

6.03 The determination of fair market value for purchase or taxable benefit purposes, shall normally be the original purchase price if equal to the value of the reimbursement received by the Employee under this policy or portion thereof, of the capital asset less the accumulated cost of depreciation calculated using the straight-line depreciation method based on the schedule provided below as per the University’s financial statements. This method depreciates the capital asset by the same amount each year over the estimated life of the asset.

6.04 Schedule:

- Computer equipment, peripherals, software and other related technology: 3 years
- Other Equipment (if deemed applicable): 8 years
- Books: 10 years

6.05 Calculation example:

| Purchase price of capital asset | $900 (assume 100% PD reimbursement) |
| Estimated life of capital asset  | 3 years                             |
| Cost of Depreciation            | $300 per year ($900 / 3 years)      |
| Capital Asset owned for         | 2 years                             |
| Accumulated cost of depreciation| $600 ($300 * 2 years)               |
| Deemed Fair Market Value        | $300 ($900 - $600)                  |

6.06 The University retains the right to determine fair market value in cases where the above method is deemed not appropriate. The Department of Finance will then assist in this determination.

6.07 The determination of fair market value is applicable only if the option to purchase or taxable benefit is exercised. If not, the asset remains the property of the University and shall be returned to the Employee’s department.

6.08 A retiring or terminating Employee purchasing at fair market value or declaring a taxable benefit at fair market value is required to make their determination and submit their declaration and relevant information (with an enclosed cheque if purchasing goods) to Human Resources.