Procedure Title:	Professional Development – Support Staff
Procedure ID:	#OP 3-346C-2
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Learning & Development
Originally Approved:	February 2022
Approved by Senior Management Team (SMT):	October 2023
Effective Date:	January 2024
Next Review Date:	2027
Contact for Procedure Interpretation:	Vice-President, Organizational Effectiveness and Human Resources

1.0 – Purpose

The purpose of this procedure (the "**Procedure**") is to set out instructions for the administration of professional development leading to continuous learning and improvement for the College's Eligible Employees.

Terms not defined in this Procedure have the same meaning found in its linked College Policy 3-346 Employee Learning & Development Policy.

This Procedure is intended to comply with the provisions of the respective collective agreements, which will prevail in the event of a conflict, and will be revised from time to time to reflect changes in the collective agreement.

2.0 – Definitions and Acronyms

Capitalized terms not defined in this Procedure have the same meaning found in its linked Policy.

3.0 – Scope

In the case of this Procedure, Eligible Employees include regular full-time and regular part-time support staff.

4.0 – Procedure

4.1   General Principles

a) In accordance with the (Full-Time) Support Staff Collective Agreement Article 9.5, bargaining unit members are allowed up to three working days of professional

development per year and are to follow the process outlined in the collective agreement.

b) Other procedures under the umbrella Employee Learning & Development Policy #3-346 continue to apply, as appropriate, including OP #3-346A Fleming Tuition Subsidy and OP #3-346B Tuition Reimbursement.

3.2 Funding for Professional Development:

a) Funding for professional development is budgeted at both the College and department/School level.

b) Full-time Support Staff are paid for the time they would normally be scheduled to work when attending their approved three days of PD activities. The College may, but is not obligated under the Collective Agreement, to cover the costs of the PD activities.

3.3 Professional Development Leaves (Sabbaticals)

a) Article 9.3 of the (Full-Time) Support Staff Collective Agreement and Article 12.4 of the Part-Time Support Staff Collective Agreement outline Professional Development Leave entitlements for bargaining members.

b) Regular full-time and regular part-time employees who have completed a minimum of six years' service with the College are eligible to apply for Professional Development (PD) leave or sabbatical.

c) PD leave may be for career development through a period of work experience in industry, business, a professional agency, or equivalent, or for education.

d) PD leaves can range from one to 12 months in duration.

e) Criteria used for evaluation of applications include the perceived benefit to the College and the employee.

f) The specific evaluation criteria include:
  • Increase in skills/knowledge to be acquired as outlined in the employee's individual Development Plan;
  • Financial considerations, including replacement costs and opportunities;
  • Distribution of PD leaves across schools/departments, and including members of equity seeking groups;
  • Years of service without benefit of a PD leave.

g) Evaluation criteria may be adjusted from time to time to better align with evolving College circumstances and priorities.

h) PD leaves may be paid, unpaid, or a combination of the two at the sole discretion of the College.

i) Requests for PD leaves shall not be unreasonably denied.

j) Any applicable compensation from the College is reduced where the aggregate of College-paid salary and income or payments from other sources payable to the employee during the PD leave period exceeds the amount of the employee's normal salary. Proof of income may be requested.

k) Support Staff on PD leave may not engage in additional forms of paid work with the College during the leave period (i.e. part-time teaching contracts).

l) Support Staff continue to accrue seniority while on PD leave.

m) Sick days continue to accrue during PD leave.

n) Sun Life group benefits in effect at the start of the PD leave continue during a paid PD leave period with the normal employee/employer cost-sharing arrangement.

o) CAAT Pension Plan contributions will be based on 100% salary and fully credited service will apply during a paid PD leave.

p) If a PD leave is approved as unpaid, the employee is responsible for both the employee and employer costs of maintaining benefits and pension for the duration of the leave.

q) Support Staff approved for PD leave are required to submit progress reports and a final PD leave report to their manager, SMT member, and VP, OEHR. The final report must be submitted within one month of returning from leave and is to include:
- A summary of PD leave activity
- Benefits that resulted to the College, students, or clients
- Evaluation/evidence that the learning objectives were achieved
- Analysis of actual time spent
- Plans for applying knowledge and skills gained through PD leave
- General evaluation of the PD leave experience
- Recommendations for future applicants

r) When the PD leave period expires, employees are required to return to the College for a period of not less than one year, failing which all salaries and benefits paid to the employee during the PD leave will be repaid by the employee.

s) The College will initiate an annual application period for PD leaves for the following calendar year with instructions and application forms.

5.0 – Related Documents

- College Policy #3-346 Employee Learning & Development
- Part-Time Support Staff Collective Agreement (Article 12.4, Developmental Leave)
- Support Staff Collective Agreement (Article 9.3, Developmental Leave and Article 9.5 Professional Development Days)

6.0 – History of Amendments & Reviews

Date	Action
February 2022	Original Approved
October 2023	Reviewed and updated