



Procedure Title:	Professional Development – Support Staff
Procedure ID:	#OP 3-346C-2
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Development
Approved by Senior Management Team:	February 23, 2022
Revision Date(s):	N/A
Effective Date:	April 1, 2022 (TBC)
Next Review Date:	April 2027 (TBC)
Contacts for Procedure Interpretation:	Vice-President, Organizational Effectiveness and Human Resources Director, Equity, Diversity & Inclusion and Organizational Development

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 full-time and part-time support staff.

Terms not defined in this Procedure have the same meaning found in the College’s Access to Information and Protection of Privacy Policy.

This procedure is intended to comply with the provisions of the respective collective agreements, which will prevail in the event of a conflict.

2.0 – Scope

This procedure applies to members of the Full-Time and Part-Time Support Staff bargaining units.

2.0 – Procedure

2.1 – General Principles

- a) Other procedures under the umbrella Learning and Development Policy #3-346 continue to apply, as appropriate, including OP #3-346A, Fleming Tuition Subsidy and OP #3-346B, Tuition Support.
- b) 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 to make arrangements for same.

2.2 – Funding for Professional Development

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

2.3 – 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, as duplicated below.
- b) Full-time and part-time employees who have completed a minimum of six years' service with the College are eligible to apply for a 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 includes:
 - i. Relevance of the proposed activities to College objectives
 - ii. Benefit to students
 - iii. Increase in skills/knowledge to be acquired as outlined in the employee's Development Plan
 - iv. Financial considerations, including replacement costs and opportunities
 - v. Distribution of PD leaves across schools/departments, and including members of equity-seeking groups
 - vi. Years of service without benefit of a PD leave.Evaluation criteria may be adjusted from time to time to better align with evolving College circumstances and priorities.
- f) PD leaves may be paid, unpaid, or a combination of the two at the sole discretion of the College.
- g) Requests for PD leaves shall not be unreasonably denied.
- h) 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 exceed the amount of the employee's normal salary. Proof of income may be requested.
- i) Support Staff on PD leave may not engage in additional forms of paid work with the College during the leave period (e.g. part-time teaching contracts).
- j) Employees continue to accrue seniority while on PD leave.
- k) Sick days continue to accrue during PD leave.
- l) 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.
- m) CAAT Pension Plan contributions will be based on 100% salary and fully credited service will apply during a paid PD leave.
- n) If a PD leave is approved as an unpaid leave, the employee is responsible for both the employee and employer costs of maintaining benefits and pension for the duration of the leave.
- o) 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:
 - i. A summary of PD leave activity
 - ii. Benefits that resulted to the College, students, or clients
 - iii. Evaluation/evidence that the learning objectives were achieved
 - iv. Analysis of actual time spent
 - v. Plans for applying knowledge and skills gained through PD leave
 - vi. General evaluation of the PD leave experience
 - vii. Recommendations for future applicants
- p) 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.

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

3.0 – Related Documents

- College Policy #3-346 Employee Development
- Support Staff Collective Agreement
- Part-Time Support Staff Collective Agreement

4.0 – History of Amendments & Reviews

Not Applicable