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| <b>Administrative Procedures Manual</b> | <b>Administrative Procedure 442</b>   |
|   | <b>Non-Instructional Staff Professional Development Programs</b>  |
| Page 1 of 2                             | APPROVED: September 2013<br>AMENDED/REVIEWED: September 2019, July 2020                                   |
| LEGAL REFERENCE:                        | Section 52, 53, 68, 196, 197, 222, 225 Education Act<br>Employment Standards Code<br>Collective Agreement |

## Background

Division positions must be occupied by properly qualified and competent personnel. It is desirable to provide non-instructional staff members with the opportunity to access professional development seminars and other staff development programs related to their employment and required by the Division in conjunction with performance of job responsibilities.

This Administrative Procedure establishes the guidelines for employees wishing to attend in-service training courses and seminars; technical upgrading qualification courses; and course tuition reimbursement.

## Procedures

### 1. Professional Development/Training Courses and Seminars

- 1.1 For requests other than supervisor initiated, applications for attendance in professional development/training courses are to be submitted to the appropriate supervisor, who will forward the request along with supporting data and a recommendation to the Director of Inclusive Learning or designate.
- 1.2 Consideration of applications will be based on training need, and must relate to the staff members' employment task area. Generally, applicants will have completed their probationary period.
- 1.3 Approval for the training courses will be at the discretion of the Secretary-Treasurer or designate who will determine the overall level of funding and Division support.
- 1.4 While attending a training course on a regular work day, the employee will be paid regular salary. If an employee travels to and from a training course on their regular day off, no additional salary will be paid to the employee.
- 1.5 Upon completion of the training course the supervisor will notify the Human Resources Department that the employee has attended the course and will forward a summary of the course for inclusion in the staff member's personnel file.

### 2. Technical Upgrading (Certificated Tradespeople)

- 2.1 For requests other than supervisor initiated, applications for attendance at technical upgrading qualification courses and seminars are to be submitted to the appropriate supervisor.
- 2.2 Approval of such courses will be based on job relevancy and Division need and will be at the discretion of the supervisor on the basis of funding provisions allocated for this purpose.

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- 2.3 If an employee wishes to obtain trade or other certificates that are not required by the Division in conjunction with job responsibilities, the employee will be responsible for doing this on his/her own time and expense.
- 2.4 While attending an upgrading course on a regular work day, the employee will be paid regular salary. If an employee travels to and from the course on their regular day off, no additional salary will be paid to the employee.
- 2.5 Upon completion of the upgrading course the supervisor will notify the Human Resources Department that the employee has attended the course and will forward a summary of the course for inclusion in the staff member's personnel file.

### 3. Professional Development – Tuition Reimbursement

- 3.1 The Division shall consider payment of tuition for any course completed for the purpose of improving the employee's qualifications while in the employ of the Division.
- 3.2 All applications for tuition funding must be made in writing, prior to registration in the course, and are to be submitted to the supervisor. The supervisor must forward the employee's request along with supporting data and recommendation to the Human Resources Department.
- 3.3 Consideration of course applications will be based on job relevancy and Division need.
- 3.4 The Human Resources Department will advise the applicant of the Division's decision, with advice to the supervisor.
- 3.5 Reimbursement of tuition for courses is contingent upon successful completion of the course ([Form 442-1\) Course Fee Reimbursement Fee - Non-Instructional Support Staff](#)