

TITLE: PROFESSIONAL DEVELOPMENT - AUPE**POLICY STATEMENT:**

The College provides a fund to facilitate professional development of AUPE employees. Individual staff members assume partial responsibility for their own personal, technical, and professional development.

PURPOSE:

Supporting the development of staff reflects the College value of exploration. Ongoing learning contributes to the expertise, effectiveness, wellness and satisfaction of RDC staff members.

SCOPE:

This policy applies to eligible members of AUPE at RDC.

PRINCIPLES:

The fund is managed by an Advisory Committee comprised of the Vice President of Human Resources and elected AUPE committee members.

DEFINITIONS:

AUPE: Alberta Union of Public Employees Local 71 Chapter 14

GUIDELINES:Eligibility Criteria

All full-time permanent, non-probationary AUPE members are eligible to apply for individual professional development funds unless they already have access to professional development funds through separate funding contracts. All part-time permanent, non-probationary AUPE employees who work a minimum of 17.5 hours per week are eligible. Term-certain employees who worked a minimum of 16 months in consecutive contracts, have completed their probation and work a minimum of 17.5 hours per week are eligible.

Prorated funds may be made available to members working less than 17.5 hours per week as determined by the committee on an annual basis.

Approvals

- Maximum yearly amount limits, maximum amounts per request, and claimable expenses are set annually by the committee and communicated to the membership.
- Approval of individual requests depends on the balance of funds available at the time of request.
- All requests requiring a leave to attend the activity are approved and signed by the Supervisor.

Scale of Assistance

Expenses claimable may consist of the following:

- a. Tuition or registration costs
- b. Meal(s) (College Policy)

- c. Accommodation (College policy)
- d. Travel (College policy)
- e. Partial coverage of required books and materials

PROCEDURE:

A. Committee Operations

1. The Vice President of Human Resources maintains the AUPE Professional Development Committee with the following membership:
 - Vice President of Human Resources (or alternate)
 - up to 6 AUPE members
2. AUPE determines the appointment of their representatives to the Committee and notifies the Vice President of Human Resources of any changes by July 1 of each year. The Committee representatives are responsible for seeking input from and reporting back to their constituent group.
3. The Chairperson of the AUPE Professional Development Committee is appointed annually by the AUPE President.
4. The Committee provides opportunities for professional development of AUPE members in alignment with the College's strategic directions by:
 - Facilitating timely communication regarding allocation, criteria and eligibility.
 - Supporting development of all members and fair access to learning opportunities.
 - Identifying and limiting barriers to development.
 - Promoting open communication about AUPE Professional Development.
 - Evaluating fund usage and recommending changes as required.
 - Making recommendations to the Vice President of Human Resources (or alternate) with regard to funding allocation.
 - Facilitating effective use of PD funds.
 - Encouraging use of funds.
 - Conducting needs assessment by seeking input from and reporting back to the constituent group.
 - Providing an Annual Report to the AUPE Executive Committee and to Service Council.

B. Application Process

1. AUPE members apply for Professional Development using the Travel and Professional Development Fund Application..
2. If the professional development activity is required in order to carry out the position's responsibilities, applicants should check with their supervisor and access any funds within their regular line budgets.
3. If the request requires a leave to attend the activity, the applicant obtains the approval and signature of the Supervisor.
4. The applicant submits the form to Human Resources. Committee members review for eligibility criteria and limits.
5. The applicant submits a Travel and Expense Claim and Trip Summary Report with original receipts and receives reimbursement from the PD fund by direct deposit.

C. Fund Monitoring

The Committee reviews the fund usage and balance at least three times annually.

D. Decision Making Criteria

The AUPE Professional Development Committee is guided by the following decision making criteria:

- PD activities must be of benefit to the College, the individual, and the individual's role at the College.
- Funding is allowed according to defined eligibility criteria.
- Each case is considered on the merit of the individual's request and in line with priorities established for training and development activities and approval limits as set by the Committee.
- Developmental activities are considered over operational activities. The College makes provisions for training where it is a requirement of the employee's position at the College and does not require the employee to access the professional development fund for such training.
- In keeping with the philosophy that each individual carries partial responsibility for his/her development, the AUPE Professional Development Committee exercises discretion on the levels of assistance recommended, particularly if the training has a low priority.
- Approval decisions are communicated by AUPE Professional Development Committee members.

E. Appeal Process

Should an AUPE member disagree with the rejection of their application, they may appeal to the AUPE Professional Development Committee within 14 calendar days of being notified of the rejection of their Professional Development application. The AUPE Professional Development Committee meets with the applicant, hears their presentation and makes a final decision.

F. Refund of Professional Development Funds

If an AUPE member resigns, or is terminated from the College prior to the date of their professional development activity, or withdraws from the professional development activity altogether, they must notify Human Resources and cancel their attendance. Previously approved funds, less any cancellation fees, are returned to the fund.

G. Reserve Fund

A reserve fund will allow surplus funds to be carried over from one fiscal year to the next and used in future years. A review of funds is completed on an annual basis.

H. Transfer of Funds Due to Redetermination of Positions

Where a position is re-determined and transferred from another bargaining unit, the Chair of the AUPE Professional Development Committee, the members of the CUPE Professional Development Committee and a Human Resources representative meet to discuss the reconciliation of approved funding.

OFFICER RESPONSIBLE: Vice President of Human Resources

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: AUPE Professional Development Committee, Service Council and Deans' Council

POLICY REVIEW DATE: October 2016

EFFECTIVE DATE: October 1, 2011

REVISION HISTORY: July 1, 2007
October 1, 2011

RELATED POLICIES:

- Travel and Related Expenses

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.