

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

The College provides a fund to facilitate professional development of CUPE employees. Professional Development is a shared responsibility and individual 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 CUPE at RDC.

**PRINCIPLES:**

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

**DEFINITIONS:**

CUPE: Canadian Union of Public Employees Local 1445

**GUIDELINES:**Eligibility Criteria

- All full-time permanent, non-probationary CUPE members are eligible to apply for individual professional development funds unless they already have access to professional development funds through separate funding contracts.
- Permanent part-time employees who work a minimum of 17.5 hours per week are eligible.
- Term-certain employees currently completing more than one consecutive contract term, who have completed their probation, and work a minimum of 17.5 hours per week are eligible.
- CUPE members who have been approved for PD funds, but who are subsequently terminated or resign prior to the activity date are not eligible to attend the activity.

Approvals

- Maximum yearly amount limits, maximum amounts per request, and claimable expenses are set annually by the Committee and communicated to the CUPE 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. The professional development activity itself is approved by the Committee (or representative).
- It is recommended that professional development activities be supported jointly by the supervisor and employee and documented in the Individual Goal and Development Plan.

## Scale of Assistance

Expenses claimable may consist of the following:

- a. Tuition or registration costs
- b. Accommodation (College policy)
- c. Travel (College policy)
- d. Meal(s) (College policy)

## **PROCEDURE:**

### **A. Committee Operations**

1. The Vice President of Human Resources maintains the CUPE Professional Development Committee with the following membership:
  - Vice President of Human Resources (or alternate)
  - Up to 4 CUPE members, but not less than 2 CUPE members
2. CUPE determines the appointments of their representatives to the Committee and notifies the Vice President of Human Resources of any changes by October 30 of each year. The Committee representatives are responsible for seeking input from and reporting back to their constituent group.
3. The Chairperson of the CUPE Professional Development Committee is the Vice President of Human Resources (or alternate).
4. Within the framework of an Integrated Wellness Model at Red Deer College, the CUPE Professional Development Committee facilitates effective use of professional development funds by:
  - Establishing guidelines and priorities for funding and by recommending changes as required
  - Facilitating regular needs assessment of membership
  - Promoting open communication about professional development
  - Establishing a process to create professional and personal development plans
  - Identifying and limiting barriers to development
  - Evaluating fund usage and recommending changes as required
  - Preparing an Annual Report for CUPE Executive/Membership and administration
  - Making recommendations to the Vice President of Human Resources (or alternate) with regard to funding applications

### **B. Application Process**

1. PD activities required for a member's job do not require use of professional development funds.
2. Applicants complete the Travel and Professional Fund Application form.
3. If the request requires a leave to attend the activity, the applicant obtains the approval and signature of the Supervisor for the leave.
4. The applicant submits the form to Human Resources for review against eligibility criteria and limits. The Administrative Support to the Committee approves the application using the decision making criteria specified in D. Should approval of the application not be possible using the decision making criteria specified in Section D, the Professional Development Committee is consulted.
5. The reviewer sends a Professional Development Fund Approval form to the applicant and records the approval on the tracking spreadsheet.
6. The applicant submits a Travel and Expense Claim and Trip Summary Report form, with original receipts, to Human Resources within 30 days of the activity date, for reimbursement of approved expenses. If the claim form is not received within 30 days, expenses may not be reimbursed.

### C. Fund Monitoring

The Committee reviews the fund usage and balance three times annually - October, January, May and as funds are nearing depletion.

### D. Decision Making Criteria

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

- Professional development 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.
- The proposed activity must fit into the employee's Development Plan.
- The most cost effective alternative is considered.
- 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.
- 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.

### E. Appeal Process

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

### F. Refund of Professional Development Funds

If a CUPE 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. Personal Development Funds

- Personal development funds are used for an activity of the member's choice not related to their Individual Goal and Development Plan.
- The maximum yearly amount is set annually by the Committee and is communicated to the CUPE membership. This amount is part of the total yearly allocated funds.
- The CUPE member pays for their personal activity and submits a Travel and Expense Claim and Trip Summary Report with the original receipts to Human Resources.
- All personal development funds are a taxable benefit and will be reported on their T4. This is per the Canada Revenue Agency taxation guidelines.
- To ensure funds are available or meet the personal development criteria, the member may contact the Administrative Assistant to this Committee in Human Resources.

### H. 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. Surplus funds may be used for professional development activities that are offered to the entire CUPE membership.

I. Transfer of Funds Due to Redetermination of Positions

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

**RESPONSIBILITY:** Vice President of Human Resources

**RECOMMENDING AUTHORITY:** Service Council

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

**POLICY REVIEW DATE:** October 2016

**EFFECTIVE DATE:** October 1, 2011

**REVISION HISTORY:** July 1, 2007  
Sept 1, 2009  
October 1, 2011

**RELATED POLICIES:**

- Travel and Related Expenses

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors operational policies.