

# Professional Development

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# Agenda

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- Professional Development Committee mandate
- Eligibility
- Professional development activities
- Educational activities
- Computers / computer related requests
- Workshops and conferences
- Memberships
- What's not covered
- Procedure

# Professional Development Committee mandate

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- Professional development activities
- any activity which allows an employee to acquire appropriate techniques and skills in order to better perform one's duties (Clause 8-2.02)
- educational activities (activité de formation)
- any activity (full-time or part-time) which leads to the obtaining of a diploma (Clause 8-2.03)
- The Professional Development Committee is responsible for setting priorities, reviewing applications for funding and allocating funds.

# Eligibility

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- Full-time regular support staff
- Part-time regular support staff
- Occasional employees
- Full-time & part-time special projects
- Replacements
  - Based on whether or not the person they are replacing makes use of PD funds for the given year

# Professional development activities

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- The PDC will reimburse 100% of the activity
- All commercial seminars
- Conferences
- Workshops
- Providing these events are not a departmental responsibility

# Educational Activities

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- PDC will reimburse 100% of the tuition fees of all credit courses
- Maximum of \$600 per year
- PDC will not reimburse French-language courses taken privately or at specialty houses, e.g., Berlitz.

# Computers / computer related requests

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- Will approve funding for purchase of a personal computer
  - Desktop
  - Laptop
  - Tablet
  - Home built
- Excluding phones & smartphones
- Up to \$400 per year ( taxable )
- First time software purchases are eligible but subsequent upgrades are not
- Allowed to apply for funding once every 3 years

# Workshops and Conferences

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- Workshop/conference registration and expenses incurred to attend a conference or workshop are reimbursed
- PDC will not reimburse the fee of an activity which it considers a departmental responsibility.
- Could be technological change resulting in new equipment

# Memberships

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- Fees to be a member of a professional order or other job related memberships
- Up to a maximum of \$400 per year

# What's not covered

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- social activity costs
- travel costs
- lodging costs
- meal costs
- books
- magazine subscriptions
- I.D. card
- student association fee
- lab fee
- supply fee
- photocopy fee
- exam fee
- dossier fee

# Procedure

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- All requests for funding **MUST** be submitted for approval **PRIOR** to attending an activity
- Application forms can be found on the Dawson website under Services, Human Resources, Professional Development
- The employee is expected to pay for the activity and submit original receipts to the PDC along with other supporting documentation, i.e.: transcripts, proof of attendance etc.
- Transcripts and receipts must be submitted within 6 weeks of successful completion of the course.

# Additional Skills Development

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- Article 8-4.00 - Skills Development
- Support staff members who are interested in applying for positions of a higher classification in the near future can benefit from this skills development funding.
- The employee can apply for a leave of absence with pay to a maximum of 45 hours per contractual year for these training sessions.
- Following a skills development application, the College and the employee shall agree to an individual training and professional development plan.
- As much as possible, the training and professional development activities pursued by the employee with regard to this article shall be carried out during his normal work schedule.