

PROFESSIONAL DEVELOPMENT POLICY			
Effective Date	June 4, 2018	Policy Type	Administrative
Responsibility	Director, Human Resources	Cross-Reference	1. Travel and Related Expenses Policy 2. Administrative Group Terms and Conditions of Employment 3. The following Collective Agreements: 3.1. Academic Staff Association 3.2. Employees' Association 3.3. Alberta Union of Provincial Employees 4. Income Tax Act
Approver	Executive Council	Appendices	
Review Schedule	Every 5 years		

1. Policy Statement

1.1 It is the objective of Northwestern Polytechnic (“NWP”) to support employees who wish to further their professional development and upgrade their skills and qualifications.

2. Background

2.1 NWP’s vision is to be recognized by its learning communities for leadership in educational excellence. As the Polytechnic’s employees play a significant role in achieving this end, it is imperative that they maintain and enhance their skills through professional development.

3. Policy Objective

3.1 The objectives of this policy are to:

- 3.1.1 Communicate a framework for professional development at NWP.
- 3.1.2 Ensure professional development activities are guided by the appropriate Collective Agreements and Income Tax Act.

4. Scope

4.1 This policy applies to all NWP employees.

5. Definitions

5.1 **“Professional Development”** is defined as training or development taken to obtain new skills or qualifications directly related to an employee’s work or employer approved development plan; to maintain, update or upgrade or enhance an existing skill, qualification, knowledge or professional practice directly related to the employee’s work; professional development taken as required or recommended by a professional body to meet or maintain professional standards; to engage in research and publication of significance to an employee’s discipline; or, other business-related courses, although not directly related to the employee’s work, which are taken mainly for the employee’s and employer’s benefit including employment equity, first aid, and language courses as examples.

- 5.2 **“Computer Equipment”** includes cell phone, computer, laptop, I-pad or tablet; including software, maintenance and upgrades.

6. Guiding Principles

- 6.1 The Institution recognizes the distinct roles and needs of faculty and staff. Separate Collective Agreements and/or Terms and Conditions of Employment govern, and guide decisions related to professional development.
- 6.2 Eligibility requirements and funding limits are outlined in the respective Collective Agreements and/or Terms and Condition of Employment where applicable.
- 6.3 Approval by management is required prior to registering and receiving reimbursement for any professional development or training event, unless otherwise stated in a Collective Agreement and/or Terms and Conditions of Employment.
- 6.4 Professional development amounts that are not directly obtained and/or purchased in the employee’s name will not be eligible for professional development funding or reimbursement.
- 6.5 Employees must have successfully completed their probationary period prior to receiving approval for professional development, unless there is an identified organizational need to offer professional development before the probationary period ends.
- 6.6 Professional Development funds will be available for the costs for accredited or non-accredited courses, seminars, conferences, meetings, purchase of computer equipment and other related costs.
- 6.7 NWP may reimburse up to 100% of course or program fees, materials, travel and related expenses for any approved development activity, provided that the employee has not exceeded the annual professional development allotment. Travel related expenses will be reimbursed in accordance with the Travel and Related Expenses Policy.
- 6.8 Professional Development funds do not cover personal development. Training or development that does not support job-related skills or job-related effectiveness are not reimbursed.
- 6.9 NWP will reimburse up to 100% of professional membership dues and fees where they are a requirement of the position. Funds will be reimbursed through operating funds of the department where the individual is employed. Employees who do not qualify will have the option to pay for professional dues through professional development where the membership is directly related to the employee’s work.

7. Tax Implications for Professional Development

- 7.1 Taxable benefits will be determined in accordance with the Income Tax Act.
- 7.2 Computer Equipment purchased with professional development funds is a taxable benefit and will be taxed at source.
- 7.3 Professional Development funds received less than 6 months prior to an employee’s voluntary termination date with NWP is a taxable benefit, which would be remitted on the employee’s last pay.

8. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> Approve and formally support this policy
Director, Human Resources	<ul style="list-style-type: none"> Develop, maintain and oversee the implementation of this policy Review requests for professional development and provide approval as appropriate when there is no PD Committee
Director, Financial Services	<ul style="list-style-type: none"> Tax review to maintain and oversee the implementation of tax issues within this policy
Dean, Director, Supervisor	<ul style="list-style-type: none"> Review requests for professional development and provide approval as appropriate when there is no PD Committee
PD Committee	<ul style="list-style-type: none"> Review requests for professional development and provide approval as appropriate
Employee	<ul style="list-style-type: none"> Submit requests for professional development Attend professional development courses as needed

9. Exceptions to the Policy

- 9.1 Exceptions to the guiding principles in this policy must be documented and formally approved by the President and CEO.
- 9.2 Policy exceptions must describe:
 - 9.2.1 The nature of the exception.
 - 9.2.2 A reasonable explanation for why the policy exception is required.
 - 9.2.3 Any risks created by the policy exception.
 - 9.2.4 Evidence of approval by the President and CEO.

10. Inquiries

- 10.1 Inquiries regarding this policy can be directed to the Director, Human Resources.

11. Amendments (Revision History)

- 11.1 Amendments to this policy will be published from time to time and circulated to the Institution community.