


Administrative Procedures 418		
Support Staff Professional Development Fund		
		Adopted: June 28, 2011 Amended: August 27, 2019
	External References: <ul style="list-style-type: none"> • Saskatchewan Employment Act • Sun West Teacher Local Bargaining Agreement • CUPE 4802 Collective Bargaining Agreement 	Internal References: <ul style="list-style-type: none"> • AP 417 Professional Growth and Development • Form 417-4 Support Staff Growth Plan • Form 417-5 Support Staff Professional Development Approval • Form 417-6 Support Staff Credit Course Approval

Background

The Division recognizes the value of maintaining a proactive, knowledgeable and innovative workforce. As such, the Division encourages and supports employees to pursue professional development activities to better fulfill their job assignments and improve the overall quality of their service to the Division.

A fund is been established annually to provide financial support for employees who would like to complete credit courses or access professional development.

1. Employee Initiated

1.1 Professional Development

- 1.1.1 The Division will establish a Support Staff Professional Development Fund (PD Fund) each year as part of the annual budget. The total expenditure of the fund shall not exceed the moneys allotted during an individual fiscal year (September 1 – August 31).
- 1.1.2 The fund may be accessed for activities related to the employee’s job or for activities that are mutually beneficial for the employee and the Division.
- 1.1.3 The fund is available to all permanent support staff members, who have completed their probationary period.
- 1.1.4 Requests for professional development are to be submitted to the Principal/Supervisor and approved prior to commencement of the activity.
- 1.1.5 The Professional Development Fund for the fiscal year will be initially divided into two (2) equal amounts planned to be distributed during the time periods that correspond with the school academic terms (below).
 - 1.1.5.1 Period 1 – September 1 – January 31.
 - 1.1.5.2 Period 2 – February 1 – August 31.
- 1.1.6 Applicants are to complete the ‘estimate’ column of Form 417-5 Support Staff Professional Development Approval and forward to the Principal/Supervisor for approval prior to the professional development event.
- 1.1.7 Employees may request to attend professional development events that will require up to two (2) days of absence based on the regularly scheduled hours of work.

- 1.1.8 Absences for professional development events beyond the two (2) days may be approved in consultation with Human Resources, or the employee may be required to access earned leave or vacation, if applicable.
- 1.1.9 Upon completion of the Professional Development event, the approved form with the 'actual' column completed and original receipts attached, are to be submitted to the Business Supervisor for reimbursement. Receipts may be scanned and attached electronically with the employee retaining the originals to provide if requested.
- 1.1.10 The initial payment of up to \$300 will be paid upon receipt of Form 417-5 Support Staff Professional Development Approval with receipts.
- 1.1.11 At the end of the applicable period as outlined in 1.1.5, the employee will receive the remainder of the requested reimbursement above the initial payment of \$300 and up to a maximum of \$300 additional, for a total of up to \$600 annually, or prorated if requests exceed the Support Staff Professional Development Fund.
- 1.1.12 Eligible expenses may include registration fees, travel costs, books/equipment or other expenses as approved.
- 1.1.13 Payment shall be made on the lesser of the actual expense amount or the approved amount.

2.1 Credit Courses

- 2.1.1 The Division will establish a Support Staff Credit Course Fund each year as part of the annual budget. The total expenditure of the fund shall not exceed the moneys allotted during an individual fiscal year (September 1 – August 31).
- 2.1.2 The fund is available to all permanent support staff members, who have completed their probationary period.
- 2.1.3 The fund may be accessed for credit courses successfully completed at a provincially recognized post-secondary institution which are related to the employee's job or that are mutually beneficial for the employee and the Division.
- 2.1.4 The employee may apply for payment for any credit course successfully completed while in the employ of the division. Payment will be up to a maximum \$200 per credit unit. Funding will be based on the lesser of \$200 per credit unit or the eligible actual expenses.
- 2.1.5 Eligible actual expenses may include tuition for credit course and required text books.
- 2.1.6 Payment on the first 9 credits per employee shall be allocated initially. If requests exceed the Support Staff Credit Course Fund, the payments shall be prorated.
- 2.1.7 The Credit Course Fund for the fiscal year will be initially divided into two (2) equal amounts planned to be distributed during the time periods that correspond with the school academic terms:
 - 2.1.7.1 Period 1 – September 1 – January 31.
 - 2.1.7.2 Period 2 – February 1 – August 31.
- 2.1.8 The employee shall submit an application for reimbursement for credit courses successfully completed within the previous 12 months, to the Human Resources Manager using Form 417-6 Support Staff Credit Course Approval (Estimate/Actual).

- 2.1.9 Due dates for applications are as follows:
 - 2.1.9.1 Period 1 – February 1
 - 2.1.9.2 Period 2 – September 1
- 2.1.10 Employees will be notified of the approved reimbursement amount by:
 - 2.1.10.1 Period 1 - February 10
 - 2.1.10.2 Period 2 - September 10
- 2.1.11 Original transcripts will be required for final payment but are not required to be included with the original application.
- 2.1.12 The employee receiving payment for six (6) or more credit units shall remain in active employment in the Sun West School Division for at least one (1) academic year immediately following the payment.
- 2.1.13 In the event the return service is not fulfilled, the employee shall reimburse the Division for all credit units funded in the previous twelve (12) months.