



Procedures for Exempt Employee Professional & Career Development

Parent Policy link:	<i>Exempt Terms and Conditions Policy</i>		
Procedure Reference:	EXTPR_PD_2403R_BG/PSV		
Procedure Sponsor:	Associate Vice President, People Services		
Procedure Contact:	Associate Director, Talent Management		
Stakeholders:	Exempt and Excluded Employees Administrators Association		
Approved by:	Executive Team		
Effective Date:	April 1, 2024		
Last reviewed:	November 2023	Scheduled review date:	November 2028

1. Purpose

To establish the process for professional and career development support for exempt Employees.

2. Scope and Application

This procedure applies to all Employees and positions that are designated as exempt or excluded except for the President. This procedure applies to the following categories of exempt employees:

- 2.1 Senior Manager in salary grids 14 - 20.
- 2.2 Administrators in salary grids 7 - 13.
- 2.3 Excluded Support Employees in salary grids 1 – 6.

3. Employee Performance Partnership Plans and Review

Performance Partnership Plans (MyP3) for Employees shall be developed, and performance reviews shall be conducted, consistent with college procedures. Employee development plans and reviews shall be based on clearly defined objectives, that support the College's Strategic Plan, and departmental priorities and goals.

4. Senior Managers

- 4.1 Professional development objectives for senior managers are established as a component of the annual Performance Partnership planning and goal setting, in consultation with their immediate manager.

- 4.2 The College will assist in the professional development of senior managers on continuing appointments or full-time term appointments of a minimum of six (6) months duration by making \$2,000 available annually for professional development in each senior manager's operational budget.
- 4.3 Unused professional development funds at the end of each fiscal year will not be carried forward.

5. Administrators

- 5.1 The College shall maintain a Professional Development Fund and a Career Development Fund for Administrators to which the college shall make annual contributions as detailed in the Exempt Terms and Conditions. Unused funds at the end of each fiscal year shall not be carried forward.
- 5.2 The Professional Development Fund is intended to assist an administrator to achieve their performance expectations, role responsibilities and objectives in their current role. (Please refer to Performance Partnership Guidelines located in People Services). Administrators can apply for Professional Development funding for up to \$2,000 per annum. The following provisions apply:
 - a) Applications for professional development funding can be found in myOkanagan in the Etrieve Forms. Reimbursement can also include accommodation, travel, fees, books and other related expenses as part of the career development application.
 - b) The approval process includes the employee's supervisor and the Professional Development Committee. Funding applications shall be subject to the policies and procedures of the Committee and shall be granted at the discretion of the Committee. Approval is also subject to funding being available.
- 5.3 The Career Development fund is to support employees obtain certificates, diplomas and degrees that assist in their career development at the College. Career development is part of a deliberate process of identifying skills, interests and knowledge required for advancement within the College. The following provisions apply:
 - a) The Career Development fund covers certificates, diplomas, and degrees that support the employee in their career development at the College.
 - b) As a first step, Employees should have a career development conversation with their Manager to identify the development needed that would support their ability to progress to more senior leadership positions. The Okanagan College Competency Framework can guide this process.
 - c) The Employee and/or the Senior Manager can consult with the Associate Director, Talent Management for guidance as to the options available to support the development of the Employee.
 - d) Applications for the career development fund can be found in myOkanagan in the Etrieve Forms. Reimbursement is up to \$6,000 per annum and can also include accommodation, travel, fees, books and other related expenses as part of the professional development application.
 - e) The approval process includes the employee's supervisor, the applicable Vice President, and the Associate Director, Talent Management. Approval is subject to funding being available.
 - f) The College, in consultation with the Administrator's Association, may also use the career development fund to support career development workshops and learning activities for groups of Administrators that are in alignment with the College's Employee Professional Development Framework.

- 5.4 Leaves are available to support both professional development and career development. Leaves should be recorded in the ELMS system request type "Professional Development" through myOkanagan, and must be covered and approved by the department. The following provisions apply:
- a) Employees in continuing or term appointments of a minimum of six (6) months, may apply to their immediate supervisor for approval for professional development leave of absence with pay for periods of up to two (2) weeks annually for projects, courses, seminars, and workshops of short duration. NOTE: professional development leave includes leaves associated with a career development fund application.
 - b) In addition to any leave granted above, eligible Employees may apply to their immediate supervisor for additional professional development leave up to a maximum of four (4) weeks. The additional leave granted shall be taken as 50% leave of absence with pay and 50% vacation leave. Employees must gain approval from their supervisor to take time away from work to attend any type of professional development and career development.
 - c) The maximum amount of professional and career development leave granted to an administrator shall be six (6) weeks annually. Professional and career development leave is subject to operational requirements and satisfactory replacement arrangements being made.
 - d) The College shall continue to pay its normal share of the health and welfare benefit premiums for an administrator who is granted professional development leave under this procedure.

6. Excluded Support Employees

- 6.1 Excluded support staff Employees who are selected by the College to attend a course of instruction connected to their employment shall be reimbursed the full cost of the course and any travel required and shall receive full pay and benefits. The Employee is required to provide proof of successful completion of the course and must provide receipts for reimbursement of all reasonable expenses. This provision does not apply to the maintenance of certificates or credentials which are conditions of employment.
- 6.2 Excluded support staff Employees who must travel to take examinations at the completion of a course approved by the College may be granted leave of absence with pay for the time involved.
- 6.3 Professional development describes activities intended to assist excluded support staff to achieve the performance expectations, role responsibilities and objectives in their current role. To be eligible for professional development funds Employees must be in a regular appointment, with a minimum of one year of service with the College. For regular part-time support staff they must have the equivalent of one year's full-time service with the College to be eligible for professional development funds. The following provisions apply:
- a) Excluded support staff Employees in continuing appointments may apply to their immediate manager for approval for professional development leave of absence without loss of pay for periods of up to two (2) weeks annually for projects, courses, seminars and workshops of short duration.
 - b) Professional development leave is subject to operational requirements and satisfactory replacement arrangements being made as necessary.
 - c) The College shall continue to pay health and welfare benefits, as applicable, for an excluded support staff Employee who is granted professional development leave.

- d) Eligible Employees who receive approval for professional development leave from their immediate manager may apply to People Services for reimbursement of accommodation, travel, fees, books and other related expenses to the maximum established by the People Services Department.
- e) The College will provide a Professional Development Fund of \$18,000 for excluded support staff Employees. Funds remaining at the end of the fiscal year will not be carried forward.
- f) The maximum funding in any one year for an excluded support staff Employee is \$2,000.

7. Related Acts and Regulations

College and Institute Act

8. Supporting References, Policies, Procedures and Forms

Terms and Conditions of Employment for Exempt & Excluded Employees (Handbook)
Procedures for Exempt Employees Compensation and Classification

History / Revisions

Date	Action
2024-03-20	<i>Revised Procedure Approved by OC Executive Team: Procedures for Exempt Employee Professional & Career Development Replaces Procedures for Exempt Employee Professional Development (2023)</i>
2023-11-01	<i>Revised Procedure Approved by OC Executive Team: Procedures for Exempt Employee Professional & Career Development Replaces Procedures for Exempt Employee Professional Development (2022)</i>
2022-11-16	<i>New Procedure Approved by OC Executive Team: Procedures for Exempt Employee Professional Development separated from Terms and Conditions of Employment policies E2.8-E2.15 (2014)</i>