



Procedures for Exempt Employee Professional Development

Parent Policy link:	<i>Exempt Terms and Conditions Policy</i>		
Procedure Reference	EXTPR_PD_2301_BG/PSV		
Procedure Sponsor:	Associate Vice President, People Services		
Procedure Contact:	Manager, Talent Acquisition, Learning & Inclusion		
Stakeholders:	Exempt and Excluded Employees OC Administrators' Association		
Approved by:	Executive Team		
Effective Date:	January 1, 2023		
Last reviewed:	January 2023	Scheduled review date:	January 2028

1. Purpose

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

2. Scope and Application

2.1 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:

- a) Senior Managers in salary grids 14 - 20.
- b) Administrators in salary grids 7 - 13.
- c) Excluded Support Employees in salary grids 1 – 6.

3. Employee Performance Plans and Review

Performance plans for Employees shall be developed, and performance reviews shall be conducted, consistent with College procedures. Performance development plans and reviews shall be based on clearly defined objectives, College priorities, goals, performance criteria, time boundaries and accomplishments.

4. Senior Managers

- 4.1 Professional development objectives for senior managers are established as a component of the annual 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 Professional development describes activities intended to assist an administrator to achieve their performance expectations, role responsibilities and objectives in their current role. 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.
 - 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.
 - c) The maximum amount of professional development leave granted to an administrator shall be six (6) weeks annually. Professional 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.
 - e) Eligible administrators who receive approval for professional development leave from their immediate supervisor may apply to the Professional and Career Development Committee for reimbursement for the costs of accommodation, travel, fees, books and other related expenses. Funding applications shall be subject to the policies and procedures of the Committee and shall be granted at the discretion of the Committee.
- 5.3 Career Development describes activities intended to contribute to the development of individual skills which enhance the capacity of 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) Administrators who have completed five (5) years in a continuing appointment as an administrator and who have not taken a Career Development Leave within the past five (5) years shall be eligible to apply to their immediate supervisor for career development leave for periods of up to twelve (12) months.
 - b) With the approval of the immediate supervisor's manager, administrators may be granted career development leave, subject to operational requirements and satisfactory replacement arrangements being made, as necessary.
 - c) The administrator shall receive 70% of their salary while on career development leave.
 - d) The College shall maintain the administrator's health & welfare benefits. The administrator shall contribute to the applicable pension plan based on 70% of their

salary and the remaining amount (30%) required by the Pension Benefits Standards Act to credit the Employee with a full year of service shall be paid by the College. The College shall continue to pay the 100% matching contribution.

- e) If the administrator's total remuneration from their salary and any external funding exceeds 100% of the Employees normal salary, the College may reduce its contribution from 70% to a lower level provided that the total remuneration from salary and external funding is not less than 100% of the Employees normal College salary. The decision to reduce the administrator's salary to less than 70% shall be made by the AVP, People Services or designate in consultation with the administrator's immediate supervisor's manager.
- f) Administrators who receive approval for career development leave from their immediate supervisor's manager may apply to the Professional and Career Development Committee for reimbursement of accommodation, travel, fees, books and other related expenses. Funding applications shall be subject to the policies and procedures of the Committee and shall be granted at the discretion of the Committee.
- g) To be entitled to these benefits, an administrator must return to work and remain in the College's employ for a period of at least twelve (12) months. Should the administrator fail to return to work and remain in the employ of the College for the minimum 12-month return to work period, the administrator shall reimburse the College for all costs associated with the Career Development Leave (including salary, benefits and pension contributions).

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
2022-11-16	<i>New Procedure Approved by OC Executive Team: Procedures for Exempt Employee Professional Development Procedures separated from Terms and Conditions of Employment policies E2.8-E2.15 (2014)</i>