

**PROFESSIONAL DEVELOPMENT  
EXPENSES AND LEAVE:  
PROFESSIONAL EMPLOYEES'  
ASSOCIATION STAFF**

**University Policy No.:** HR6420  
**Classification:** Human Resources  
**Approving Authority:** Board of Governors  
**Effective Date:** June, 2015  
**Supersedes:** June/00  
**Last Editorial Change:**  
**Mandated Review:** June, 2021

**Associated Procedures:**

[Procedures for Claiming Professional Development Expense Account Expenses – Professional Employees' Association Staff](#)  
[Procedures for Claiming Central Professional Development Fund Expenses – Professional Employees' Association Staff](#)

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**PURPOSE**

- 1.00 The University recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the University has established this funded program and Policy to support individual professional development for the Professional Employees' Association (PEA) employee group. For purposes of this Policy, professional development includes those activities which enhance the knowledge, performance, or career progression of an employee's work at the University and contributes to the successful achievement of the University's mission.

**DEFINITIONS**

For the purposes of this policy:

- 2.00 **Professional Development Expense Account** (the PDEA) means the account established, for each eligible employee, by the university to track the allocation of the annual professional development entitlement less claims of Eligible Expenses.
- 3.00 **Central Professional Development Fund** (the Central Fund) means the fund established by the university to which eligible employees may apply for funding assistance for specific professional development opportunities that cannot otherwise be funded.
- 4.00 **Eligible Expenses are** expenses eligible for reimbursement in accordance with the procedures and guidelines established for the separate administration of the Professional Development Expense Account and the Central Fund.

## **ELIGIBILITY**

- 5.00 This policy applies to PEA staff members holding a regular appointment and PEA staff members who have completed three continuous years, within the academic year, of a term appointment. Eligible PEA staff members who qualify for a PDEA may also apply to the Central Fund for professional development expense assistance.

## **POLICY**

- 6.00 Effective July 1<sup>st</sup> of each year, full-time continuing PEA employees will receive a \$250 entitlement in a Professional Development Expense Account (PDEA) for this purpose.
- 6.01 To be eligible to receive the PDEA entitlement term PEA employees must have completed three continuous years of service.
- 6.02 The annual entitlement is calculated according to employment status in the academic year (July 1-June 30).
- 6.03 This amount is prorated for:
- a) individuals who have part-time positions in proportion to their appointment at July 1;
  - b) individuals employed for less than a full year, including individuals who declare their intention to retire or resign during the course of the academic year and those who take up appointments after July 1;
  - c) individuals on unpaid leave, other than maternity or parental leave, during the academic year; or
  - d) Individuals who have a sessional<sup>1</sup> appointment.
  - e) Individuals who have completed three continuous years of a term appointment after July 1.

Consequently, for example, employees retiring on June 30 receive no professional development while those who have declared their intention to retire on December 31 receive 50% of the current entitlement.

- 6.04 Items and equipment purchased through the Professional Development Expense Account are the property of the University. Upon retirement or termination of employment assets acquired through the Professional Development Expense Account must be returned to the department. If the University is unable to re-allocate the assets the employee may purchase the assets at its current fair market value by contacting Purchasing Services for an evaluation.

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<sup>1</sup> Regular sessional appointments are defined as appointments with a predetermined layoff period in each year of the continuing appointment.

7.00 PEA employees may claim Eligible Expenses by following the steps in the Procedures and in conformity with the Guidelines. The Vice-President Finance and Operations will approve the Guidelines, as developed and revised from time to time, in consultation with the Professional Employees' Association.

#### 8.00 Professional Development Leave

8.01 Professional Development Leave is encouraged and supported through the annual performance planning cycle.

8.02 Full or partial financial support for Professional Development Leave and expenses not fully covered by the PDEA account is at the discretion of the University, subject to operational requirements and financial limitations and must be approved in advance of the professional development activity.

8.03 When deciding how to support individual professional development supervisors will also need to take into account factors such as the individual's time and nature of job; the department's need for training in a specific skill or content area; the relationship of the professional development activity to other colleagues; and the benefit of the professional development proposal to the University.

8.04 If an application for Professional Development Leave is received that requires an employee to be absent from the university for a period longer than 2 weeks, the supervisor of the employee applying for Professional Development Leave will consult with a Human Resources Consultant before giving final approval to ensure that practices are consistent where appropriate.

#### **AUTHORITIES AND OFFICERS**

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Finance and Operations
- (iii) Procedural Authority: Vice-President Finance and Operations
- (iv) Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

#### **RELATED POLICIES AND DOCUMENTS**

[Travel and Business Expense Policy \(HR6500\)](#)

[Professional Development Expenses: Guidelines for PEA Staff](#)

## PROCEDURES FOR CLAIMING PROFESSIONAL DEVELOPMENT EXPENSE ACCOUNT EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

**Procedural Authority:** Vice-President Finance  
and Operations

**Procedural Officer:** Associate Vice President,  
Human Resources and Executive Director, Financial Services

**Effective Date:** \_\_\_\_\_, 2015

**Supersedes:** New

**Last Editorial Change:**

**Parent Policy:** [Professional Development Expenses and Leave: Professional Employees’ Association Staff \(HR6420\)](#)

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### PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Professional Development Expense Account and procedures to be followed when eligible PEA staff members are requesting approval for eligible professional development expenses.

### DEFINITIONS

- 2.00 **Eligible Expenses are** expenses eligible for reimbursement, as follows:
- a) travel (including accommodation), tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
  - b) membership fees in learned societies and professional organizations;
  - c) expenses (e.g., books, journals, software, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities; and
  - d) equipment (e.g. computer equipment, including laptops, tablets, smartphones and audio-visual equipment) directly related to current duties and/or an approved learning/career development plan.

### PROCEDURES

- 3.00 Claimants are required to review potential professional development expenses with their immediate supervisor prior to the purchase. The immediate supervisor shall assess whether the expense qualifies as an Eligible Expense in accordance with the Policy and Guidelines. Requests to purchase items or equipment purchased following formal notice of resignation or retirement must be pre-approved in writing by the employee’s Vice-President on the basis of a demonstrable benefit to the university.

Requests for expenses that are not covered by the Guidelines must be pre-approved by the requesting employees’ Vice-President and in consultation with the Associate Vice-President, Human Resources.

- 4.00 A claim for reimbursement of Eligible Expenses must be submitted to the immediate supervisor for approval. Claims must be supported by original receipts.
- 5.00 In cases of reimbursement of employment related tuition and/or course fees the Canada Revenue Agency advises that an employee may not claim either the tuition credit or education amount to the extent they have been reimbursed.
- 6.00 If a dispute arises concerning the eligibility of a claim, the staff member may request, in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the claim and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.
- 7.00 Any unused balance in an employee's Professional Development Expense Account at end of the allocation year (July to June) will be automatically carried forward to the succeeding year. Claims for purchases made prior to retirement or termination will be accepted up to 60 days after termination.
- 8.00 Any unused balance in an employee's Professional Development Expense Account at the time of retirement or termination shall be reallocated to the Central Professional Development Fund after the 60 day period after termination.

## PROCEDURES FOR CLAIMING CENTRAL PROFESSIONAL DEVELOPMENT FUND EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

**Procedural Authority:** Vice-President Finance  
and Operations

**Procedural Officer:** Associate Vice President,  
Human Resources and Executive Director, Financial Services

**Effective Date:** \_\_\_\_\_, 2015

**Supersedes:** New

**Last Editorial Change:**

**Parent Policy:** [Professional Development Expenses and Leave: Professional Employees' Association Staff \(HR6420\)](#)

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### PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Central Professional Development Fund (the Central Fund) and procedures to be followed when eligible PEA staff members are requesting approval for professional development expenses from this fund.

### DEFINITIONS

- 2.00 **Eligible Expenses are** expenses eligible for reimbursement, as follows:
- 2.01 Travel (including accommodation), tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
  - 2.02 Up to one (1) membership fee in a learned society or professional organization where membership is a requirement of employment by the University; and
  - 2.03 Expenses (e.g., books, journals, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities.

Note, as non-taxable benefits, items reimbursed from the Central Fund through section 2.03 will remain the property of the University.

### ADMINISTRATION OF THE CENTRAL FUND

- 3.00 A standing Joint Committee will be established comprising of two (2) representatives designated by the University and two (2) representatives designated by the PEA. In accordance with the criteria and procedures set out below, this committee will:
- 3.01 Receive, review and adjudicate applications to the Central Fund; and
  - 3.02 Allocate funds from the Central Fund.

## **APPLICATION PROCEDURES**

- 4.00 Eligible PEA staff members may apply to the Central Fund as follows:
- 4.01 Complete the [application form](#) demonstrating that the expenditure will benefit the university which ensures non-taxable status consistent with Canada Revenue Agency's guidelines.;
  - 4.02 Submit the application form to the immediate supervisor for evaluation and confirmation of the benefit to the university and for pre-approval of Department Head;
  - 4.03 Submit the application form with Department Head pre-approval to the Joint Committee c/o Human Resources (Sedgewick Vandekerkhove Wing), as per the posted submission dates.
  - 4.04 An application for funding from the Central Fund may not be less than \$250 and may not normally exceed \$2000. In exceptional circumstances, the Joint Committee may approve applications up to a maximum of \$3000. The Central Fund can typically reimburse up to \$2000 for Eligible Expenses incurred for UVic activities (UVic coursework, UVic conference), and up to \$1500 for Eligible Expenses incurred elsewhere.
  - 4.05 An application for an Eligible Expense that is accepted but only partially funded, may not be re-submitted for consideration in a future period by the applicant.

## **CRITERIA AND PROCEDURES FOR DISTRIBUTION OF FUNDING**

- 5.00 The Joint Committee will operate as follows:
- 5.01 The Joint Committee will review applications as per the posted schedule in each academic year (July to June).
  - 5.02 The Joint Committee will publish application deadlines at the beginning of each academic year.
  - 5.03 Applications will be considered on a first-come, first served basis providing:
    - The applicant's PDEA is already depleted; or
    - The applicant's PDEA will become depleted as a result of this application and requires top-up from the Central Fund; and
    - The applicant has not been granted funding from the Central Fund during the 12 month period preceding the current application.
  - 5.04 The Joint Committee will consider group applications for those members attending the same event, workshop or conference, although claims are administered individually.
  - 5.05 The joint Committee will consider costs associated with approved job swaps or secondments.
  - 5.06 The Joint Committee will acknowledge all applications to the Central Fund in writing.
  - 5.07 The Joint Committee will approve eligible applications until Central Funds are

depleted.

- 5.08 The Joint Committee will provide written notification of their decision to each applicant.
- 5.09 Any available funds not allocated within a given application period will be carried forward to the next period. Any available funds that have not been allocated by the end of the academic year will be carried forward to the next year.

#### **APPROVED EXPENDITURE PROCEDURES**

- 6.00 Approved funding from the Central Fund must be accessed from the Central Fund and claimed for reimbursement within six (6) months of the application deadline date as follows:
  - 6.01 The successful applicant may proceed to purchase and pay for the approved Eligible Expense.
  - 6.02 The successful applicant must complete and submit a Business or Travel Expense Reimbursement Form, original receipts and the written notice of the Joint Committee's approval to the [Accounting Services](#).
  - 6.03 Eligible expenses will first be applied against an individual's PDEA and secondly from the Central Fund.

#### **REVIEW OF APPLICATION DECISION**

- 7.00 Applicants whose application to the Central Fund is not approved may request in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the application and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.