

<b>Professional Development Policy</b>	<b>Policy Number: PA-701</b>
<b>Last Reviewed: 2020/01/06</b>	<b>Next Review: 2021/01/06</b>

**Purpose:** Pinnguaq is committed to supporting employee professional development opportunities that enhance the performance of both the individual and the organization. Employee professional development is supported within the context of the funding available for these opportunities.

The purpose of this policy is to:

- support employee development to ensure that employees maintain their acquired skills and job qualifications;
- provide opportunities for employees to add to and improve their skills to support future advancement with the organization;
- promote shared accountability between the employee and the organization for the employee's professional development;
- And ensure fairness and equity in the application of employee professional development opportunities

**Policy Statement:** It is the objective of Pinnguaq to support employees who wish to further their professional development and upgrade their skills and qualifications.

**Scope:** This policy applies to all full-time Pinnguaq staff.

**Definition:**

**Professional Development:** A process for helping individuals improve skills for their current job and acquire knowledge and skills for new roles and responsibilities in an organization. Professional development assists in maintaining, updating or upgrading or enhancing an existing skill, qualification, knowledge or professional practice directly related to the employee's work. Professional development may be taken as required or recommended by a professional body to meet or maintain professional standards. Professional development may include:

- Online courses
- In-class programs or courses
- Workshops/Seminars

- Conferences
- Self-directed Individual Learning
- College or University degrees (Please see Educational Leave Policy PA)

**Professional Development Expense Reimbursement:** refers to reimbursement of the fees paid by employees to accredited institutions for work-related courses.

#### Guiding Principles:

1. Professional Development opportunities are dependent upon available funding, and may not always be financially feasible for the organization during certain periods.
2. To be eligible for Pinnguaq funded professional development, employees must have completed 6 months of continued full-time service.
3. Approval by management is required prior to registering, and receiving reimbursement for any professional development or training event.
4. Pinnguaq may reimburse up to 100% of course of program fees, materials, travel, and related expenses for any approved development activity, provided that the employee has not exceeded the professional development allotment.
5. Professional Development funds do not cover Personal Development. Training or development that does not support job-related skills or job-related effectiveness is not reimbursed.
6. Pinnguaq will reimburse up to 100% of professional membership dues and fees where they are a requirement of the position. Funds will be reimbursed through the operating funds of the department. 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. Pinnguaq will not reimburse employees for courses not successfully completed.

#### Procedure:

1. In accordance with development goals formulated in the employee's performance review and development plan, an employee completes a professional development request form or an Educational Leave request form. Forms are available in the Human Resources office and on the Pinnguaq website
2. A completed form, supported by the managerial supervisor, is submitted to Human Resources at least two months prior if professional development opportunity does not require more than 7 day(s) out of the office, or eight months prior for long-term educational leaves.
3. The employee's request is forwarded to the Executive Director for review and approval.

4. 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 the job; the department's need for training in a specific skill or content area; and the benefit of the professional development proposal to Pinnguaq.
5. The employee is formally notified of the Executive Director's decision with respect to their request and may proceed to register for the professional development opportunity.
6. Employees may submit an expense authorization to have Pinnguaq pre-pay for the registered course, or reimburse employees the tuition cost. If an employee opts for reimbursement, a provide receipt of payment must be submitted along with a completed Employee Expense Report (PA-09) signed by the employee and their direct supervisor before they can be reimbursed. . Tuition reimbursement will be processed via separate cheque or added to the employee's pay depending on whether the course is deemed a taxable or a non-taxable benefit as defined by Revenue Canada. If an employee opts for Pinnguaq to directly pay tuition all required information will be provided to the employee's manager, who will complete a departmental Expense Authorization.
7. With respect to professional development expense reimbursement, upon completion of a course, the employee submits proof of attending/passing the training/course. If an employee does not attend or finish a course successfully that has been reimbursed, they will be required to refund the Pinnguaq Association the amount paid unless otherwise agreed to by the employee's supervisor.
8. During the professional development process, the employee and the supervisor will set check-ins throughout the duration of the process.
9. Items and equipment purchased for the Professional Development purposes are the property of Pinnguaq. Upon retirement or termination of employment assets acquired through Professional Development must be returned to the organization.

**Related Policies:**

**Educational Leave Policy PA:** Educational Leave procedures for Professional Development requests which require long-term leaves of absence.



PO Box 523  
Iqaluit, Nunavut  
X0A 0H0

87 Adelaide Street  
Lindsay, Ontario  
K9V 4L4