



## POLICY STATEMENT

Policy Name	<b>Professional Development &amp; Work-Related Training</b>		
Policy #	<b>711</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>September 9, 2009</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>June 4, 2019</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>June 4, 2024</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to provide a common framework to guide the allocation of professional development and work-related training funds in a fair and transparent manner.

### SCOPE

This policy applies to full-time and part-time Saskatchewan Polytechnic faculty and staff. This policy does not apply to the professional development option in the flex benefit plans.

### GUIDING PRINCIPLES

1. Saskatchewan Polytechnic is committed to transparency with faculty and staff in the processes, guidelines, and decision-making criteria for the allocation of professional development and work-related training opportunities and funding.
2. Saskatchewan Polytechnic believes that learning and development is a shared responsibility and, therefore, aims to ensure that learning opportunities result in meaningful outcomes in the workplace.
3. Saskatchewan Polytechnic is committed to ensuring that decisions to approve professional development and work-related training applications are defensible.

### POLICY

1. Saskatchewan Polytechnic intends to support faculty and staff in their pursuit and/or development of professional development and work-related training, including:
  - a) Activities that develop their competencies, as outlined in their relevant Competency Dictionaries, i.e. Core Competencies, Instructor Competencies or Leadership Competencies;
  - b) Opportunities to attend or present at conferences and workshops relevant to their program area;

- c) Opportunities to share applied research, scholarly, or applied work in both academic and service areas;
- d) Courses relevant to the employee's current or potential position;
- e) Opportunities to bring expertise into the organization, such as hosting a workshop;
- f) Building connections within the sector that may lead to additional opportunities for students and the program;
- g) Engaging in innovative practice;
- h) Research-based requirements; and
- i) Supporting career development or advancement.

2. Funding may also cover the expenses associated with travel.

## **DEFINITIONS**

**Competency Dictionary:** A document that describes the behavioural anchors or indicators used to assess the level of skill or ability in competencies required by job families within the organization.

**Professional Development:** Learning and development experiences that enhance or maintain an employee's performance, effectiveness, and engagement, and are relevant to an employee's current or potential role with Saskatchewan Polytechnic. Personal development opportunities that have no direct relevance to their role at Saskatchewan Polytechnic are not covered in this policy.

**Work-related Training:** Training that is required for the employee to be effective in their role and is mandated by the employer. This includes expenses such as professional membership and designation fees, legislated or safety requirements, and licensure.

## **RELATED POLICIES/DOCUMENTS**

Request for Approval Form  
Staff Tuition Fee Waiver Request Form

## **APPLICABLE LEGISLATION OR REGULATIONS**

N/A