



## Procedures

Policy Name	<b>Professional Development / 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>	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 [POLICY](#).

### 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.

### PROCEDURES

#### A. Administration of Professional Development and Work-Related Training

1. Saskatchewan Polytechnic will allocate budget annually for professional development and work-related training across the organization's schools and divisions.
2. A school or division's professional development/work-related training budget remaining at the end of the fiscal year will not be carried over for use the following year.
3. All professional development/work-related training activities will be pre-approved by the out-of-scope supervisor and expenses will be authorized by the out-of-scope supervisor.
4. Prior to requesting approval, applications should be discussed with immediate supervisor/program head to confirm that any days away can be accommodated.
5. The successful applications shall be evaluated based on the following criteria:

- 5.1 Degree of relevance to currently assigned job, task or function with special emphasis on knowledge and skills deemed essential for job performance;
- 5.2 Degree of relevance to reasonably predictable future job, task or function;
- 5.3 Immediacy and frequency of the application of the skill and knowledge; and
- 5.4 Usage – the number of times the individual accessed the fund or other departmental budgets.

6. Successful applicants may be required to report back and share their learning within the organization through sharing reports, articles, lunch and learns, etc.
7. Employees may be required to provide proof of successful completion of the Professional Development/Work-related training activity.

**B. Eligibility Criteria to Apply for Professional Development or Work-Related Training Funding:**

1. To be eligible for professional development or work-related training funding, an employee must:
  - 1.1 Occupy a full-time or part-time position within Saskatchewan Polytechnic;
  - 1.2 Be actively employed with Saskatchewan Polytechnic at the time of the professional development or work-related training opportunity.
2. Staff and faculty that fall into the following categories are **not** eligible for professional development or work-related training funding:
  - 3.1 Casual, unclassified, and extension contract workers
  - 3.2 Employees on paid or unpaid leave
3. Any exceptions require the approval of the Vice-President over the area of the division or school.