Sheridan	**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING**	
Professional Development Fund Application Procedure		
Date of Approval: October 2023, June 14, 2018 **Effective Date:** October 2023	**Mandatory Review Date:** October 2028 .	**Approved By:** Associate Vice President, HR

1.   Purpose

The purpose of this procedure is to provide instructions for eligible employees when completing an application to The Sheridan College Institute of Technology and Advanced Learning (Sheridan) for Professional Development (PD) funding.

Sheridan is accountable for public funds used to reimburse employee's expenses. All such expenses must support Sheridan's business objectives and follow the Expenses Policy.

If this document is required in an accessible format or with communication supports please contact: cpod@sheridancollege.ca

2.   Scope

This procedure applies to eligible Full-time and Non-Full-Time Sheridan Employees and provides them access to Professional Development programs at Sheridan. Eligibility criteria is listed below.

Nothing in this Procedure restricts an employee exercising their rights under a relevant collective agreement.

Employees eligible to apply for this benefit include:
- all non-probationary Full-Time Employees, and
- active Non-Full-Time Employees who have either:
    - accumulated 1,000 teaching hours as a Non-Full Time faculty member over the past three years, or
    - been employed as a Non-Full-Time support staff or administrative Employee for 100 weeks over the past three years.

Individuals who change their employment relationship with the College from full-time to non-full-time are required to requalify for funding under the Non-Full-Time Employee eligibility guidelines.

The Employee must have an active employment relationship with Sheridan at the time of approval as well as at the date of professional development activity and receipt of funds.

Funding amounts:

Individual Funding	Team Funding
• Up to a maximum of $1000* per fiscal year (April 1 – March 31). • A single activity cannot be funded through more than one application. *subject to change based on budget allocation	• Up to a maximum of $1600 per fiscal year per activity. • Team funding will not cover attendance at conferences. • A team will consist of 3 or more active employees with a clearly designated team lead who will be accountable for ensuring the team completes the described activity and will be prepared to share their learning with others. • If multiple applications are received and deemed to be part of the same activity, approval will be limited to one group.

Eligible PD activities may include the following*:

Individual Employee	Team
- Courses, Workshops, Conferences, Seminars - Meals and accommodations (normally only funded if greater than 100 km from Sheridan). - Course Workshop Materials and Supplies (non-consumable items purchased remain the property of Sheridan). - 50% of tuition fees if already accepted into the Tuition Reimbursement for Employees Policy.	- Coordination of a team activity must include fees to reimburse an external guest speaker/consultant. - Facilities Rental related to above. - Meals related to above. - Workshop Materials and Supplies (non-consumable items remain property of Sheridan) related to above.

*Note this list is not exhaustive.

Ineligible for PD Funding*:
- Ancillary fees (i.e., Any cost or other expense involved in a transaction but not directly related to it; e.g., fees above and beyond tuition)
- Membership fees and subscription service fees
- Payment for contract services (e.g., payment to students, payment for editing of a book/paper, etc.)
- Software or hardware fees
- Accommodation fees normally not covered if PD activity is less than 100 km from Sheridan
- If an application does not meet the PD funding criteria
- If an application is submitted after the date of the PD activity
- If the employee will be paid for attending or performing work as part of their PD activity
- Team funding will not cover employee attendance at conferences or Department/Faculty meeting costs

3. Definitions

"Employee" - Means a person under the employment of Sheridan either: a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or b) On a less than full-time, and/or temporary basis under the Contract Terms and Conditions of Employment.

"Full-Time Employees" – Employees hired on an ongoing basis as academic, support and administrative employees at more than 35 hours per week.

"Non-Full-Time Employees" – Employees hired contractually as part-time, partial load or sessional faculty members in addition to support staff who work no more than 24 hours per week.

"Professional Development" - Internal and external education and training opportunities, activities and experiences designed to positively impact practices, build capacity, broaden competencies, and support the continuous pursuit of professional practice and growth, and excellence in teaching and learning.

4. Procedure

Steps for Employees:

1.1. The Employee will meet with their manager to determine support for the application.

    1.1.1 If the application is for team PD funding the team leader's manager will be required to provide authorizing signature to approve the application.

1.2 It is the Employee's responsibility to have all required forms submitted in advance allowing for appropriate signatures and approvals well before the PD activity takes place. The employee's manager must authorize by approving and signing the application <u>prior to the start date</u> of the PD activity or it will be considered ineligible.

    1.2.1 If the PD activity takes place outside of Ontario/Canada, the Employee must also complete a Travel Approval Form and any other documentation deemed required by Sheridan and is responsible for securing all appropriate signatures before any travel arrangements are made per Sheridan's Expenses Policy. Employees must ensure they are using the most up to date forms and documentation.

1.3 If approved by the manager, the Employee is responsible to retain a copy of their entire application and submit it for funding by email to The Centre for People & Organizational Development (CPOD) (pdfunding@sheridancollege.ca) including all required supporting documentation and approval signatures.

1.4 Employees will receive notification regarding the status of their funding request by the end of the month in which it was received by the CPOD. CPOD will assess applications against the criteria and Sheridan's requirements and set priorities for funding within the funds available.

1.4.1   If the application is deemed eligible, application results will be distributed by email to the Employee by CPOD.

    1.4.1.1   Instructions on how to submit expense claims will be included with approval documentation from CPOD. This is a reimbursement fund and therefore an employee approved for funding must secure payment for the PD activity first, then submit for reimbursement after the activity is complete.

    1.4.1.2   Expenses will be reimbursed according to Sheridan's Expenses Policy and must be submitted no later than the end of the fiscal year during which the activity took place;

    1.4.1.3   Expense claims must be authorized by the Employee's manager prior to submission to CPOD;

    1.4.1.4   Employee's must submit their expenses by the end of the quarter following the quarter in which the expense was incurred. If not submitted within the prescribed time period, the funding will be revoked. (i.e., if PD activity was completed in May expenses must be submitted before the end of September).

    1.4.1.5   At the manager's discretion, an Employee may be required to share their learning from the PD activity and asked to provide a report or presentation.

1.4.2   If there is a discrepancy with the application and the request does not appear to be in line with the PD funding criteria, the manager will be alerted by CPOD and asked to review the application again. If the application is then deemed eligible, application results will be distributed to the Employee and manager by CPOD as per 1.4.1 above. If deemed ineligible, the manager will advise the Employee.

Steps For Managers:

1. The manager will review the relevance of the PD fund application to Sheridan's strategic direction and its relationship to the PD funding criteria. Reference the PD Fund Application for criteria. The manager must authorize by signing and approving the application <u>prior to the start date</u> of the PD activity, or it will be considered ineligible.

    1.1.1   If not supported, the manager will discuss with the Employee and return the application form. If the PD activity is required training for the Employee's job and is required to meet Department/Faculty objectives, this should be supported by the Department/Faculty budget and is not eligible for PD Funding.

1.1.2   If supported, the manager will complete the manager questions on the Employee's application and provide their authorizing signature on the application form and, if applicable, the travel approval form and any other required documentation. The manager will return the documentation to the employee for submission to CPOD (pdfunding@sheridancollege.ca).

    1.1.2.1   CPOD will discuss with the employee's manager any PD applications submitted that are deemed ineligible according to the criteria. The documentation will be returned to the manager for discussion with the Employee.

    1.1.2.2   If an Employee's application is approved, all expense claims must be authorized by the Employee's manager prior to submission to CPOD.

    1.1.2.3   At the manager's discretion, an Employee may be required to share their learning from the PD activity by providing a report or presentation.

Related Documentation/Links/Forms

Expenses Policy
Professional Development Policy
PD Employee Application Form
PD Team Application Form
Travel Approval Form
Trips and Excursion Waiver for Employees (Please see Forms and Statements on the Policies and Procedures page on Sheridancollege.ca)