



**HERITAGE COLLEGE  
POLICY #11**

**CONCERNING  
PROFESSIONAL DEVELOPMENT FOR EMPLOYEES**

**COMING INTO FORCE:** January 30, 1996  
**REVISED:** Nov. 24, 2008  
**ADMINISTRATOR:** Director of Human Resources

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# HERITAGE COLLEGE POLICY #11 CONCERNING PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

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## ARTICLE 1 Purpose<sup>1</sup>

This policy is meant to promote employees' lifelong learning and their professional development. The present policy governs the acquisition of knowledge, aptitudes and basic abilities as well as the acquisition of skills which enable employees to improve their performance of their duties.

## ARTICLE 2 Application

The present policy applies to all Heritage College employees.

## ARTICLE 3 Provisions

### 3.1 Professional Development Planning for Employees

#### 3.1.1 Director General and Academic Dean

The establishment and the allocation of professional development funds for the Director General and the Academic Dean are negotiated within their respective contracts in accordance with *Policy #3 concerning Personnel Management*, articles 3.4.1 and 3.4.2.

#### 3.1.2 Management Personnel

The establishment of professional development funds for the management personnel is negotiated yearly between the Director General and the Association of Heritage College Administrators (AHCA); these funds are allocated through approved guidelines in accordance with *Policy #3*, article 3.4.3.

#### 3.1.3 Unionized Personnel

The establishment of professional development funds for the unionized

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

personnel are established within the terms of the respective collective agreements and are allocated through approved guidelines in accordance with *Policy #3*, article 3.4.4

#### 3.1.4 Non-Unionized Personnel

The establishment and the allocation of professional development funds for the non-unionized personnel are approved by the Director General in accordance with *Policy #3*, article 3.4.5.

## ARTICLE 4 Roles and Responsibilities

### 4.1 The Board of Governors

The Board approves the present policy and any revisions thereto.

### 4.2 The Director General

The Director General is responsible for the application of the present policy.

### 4.3 The Director of Human Resources

The Director of Human Resources is responsible for the coordination, the promotion and the support of the present policy.

### 4.4 Administrators

The administrators are responsible for the support and the promotion of the present policy within their respective services.

### 4.5 Employees

The employees are responsible for their life-long learning and for keeping up-to-date the skills and competencies required in the performance of their duties.

## ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

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## GLOSSARY

**Administrator:** a senior executive or senior staff member of Heritage College.

**Allocation guidelines:** administrative procedures for obtaining professional development funds.

**Board:** the Board of Governors of Heritage College.

**Management personnel:** any person who is a member of the management staff within the meaning of the *Regulation respecting Certain Conditions of Employment of Senior Staff of General and Vocational Colleges*.

**Unionized personnel:** employees of the College belonging to an employee union.

**Non-unionized personnel:** salaried employees of the College who do not belong to an employee union by virtue of their positions having been designated as exclusive for reasons of confidentiality.

**Professional development:** refers to conferences, *symposia*, academic events or other related activities, educational materials, and tuition fees leading to a degree related to the field of work or discipline being taught, that will benefit the employee in the performance of that employee's duties.

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### Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Policy #3 concerning Personnel Management.*<sup>2</sup>
- *Heritage College Policy #10 concerning Human Resources.*<sup>3</sup>
- *Heritage College Policy #13 concerning Staffing.*<sup>4</sup>
- *Heritage College Policy #28 concerning Employment Equity.*<sup>5</sup>
- *Law 90 Guidelines.*<sup>6</sup>
- *All College Guidelines concerning Professional Development (for Support personnel, for Non-Teaching Professionals (PNEs) , for Management personnel and for Faculty).*<sup>7</sup>

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<sup>2</sup> Copies of this document are available from Human Resources.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.