

DAWSON COLLEGE

MANUAL OF POLICIES AND PROCEDURES

**Title: PROFESSIONAL DEVELOPMENT - SUPPORT STAFF**

**CLASSIFICATION:** HUMAN RESOURCES DEPARTMENT  
**FIRST ADOPTED:** January 1984  
**LAST AMENDED:** May 1994, November 2011, April 2016,  
February 18, 2020 .

In order to meet its needs and to develop the particular abilities of the employees (Clause 8-2.01) which may be useful in the performance of their duties through the participation of the employees, the Professional Development Committee shall:

- professional development activities;
- any activity which allows an employee to acquire appropriate techniques to better perform one's duties (Clause 8-2.02);
- educational activities (activité de formation); and,
- any activity (full-time or part-time) which leads to the obtaining of a diploma.

The Professional Development Committee is responsible for setting priorities, securing funding and allocating funds.

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## 5. COMPUTER AND COMPUTER RELATED REQUESTS

The PDC will approve funding to regular and non-regular support staff employees for the purchase of a personal computer (desktop/laptop/tablet/home built, excluding phones/smartphones) according to the eligibility for funding (section 2 of the policy).

The PDC will also approve funding to regular and non-regular support staff employees for eligible software purchases. First time software purchases are eligible but subsequent upgrades or license renewals are ineligible. Upgrade versions of operating systems also qualify for funding.

Hardware upgrades, such as memory of increased storage capacity or accessories (such as printers, scanners, monitors, ink/toner cartridges) are ineligible for funding.

## 6. GROUP ACTIVITIES

A group of eligible employees may apply for a group activity request. The group requests is independent of an individual's funding allotment and it is not affected. PDC will define the minimum size of a group. The group activity should be onsite otherwise accessible by public transportation in the metropolitan area.

## 7. MEMBERSHIP TO ORDER/ASSOCIATION

The PDC will approve membership fees to a professional order or other job related memberships (subject to the Committee's approval). The employee must be in good standing with their professional order or job related membership.

## 8. REIMBURSEMENT

### 8A) CRITERIA

Requests require prior approval before the activity. Expenses must be reasonable and respect the College's policy on *BOG-FIN-01 Business Expenses – Credit Cards – Policies and Procedures*.

### 8B) RESTRICTIONS

PDC *will not approve* the reimbursement of:

- course materials (e.g. resell-able materials like books, manuals lab material, calculators, etc...);
- subscriptions (e.g. online, magazine);
- travel costs;
- lodging costs; and,
- meal costs.

