

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



***POLICY ON PROFESSIONAL DEVELOPMENT
FOR MANAGEMENT STAFF***

This policy was adopted for the first time by Board of Governors' resolution number 2043 on February 26, 2003.

Article 1 Purpose

- 1.1 The purpose of this policy is to promote professional development for the management staff and to facilitate access to funds made available by the College.

Article 2 Designations

- 2.1 This policy has been developed to meet the objectives of :
- * By-law # 4 concerning Human Resources management, (article 11)
 - * Policy for Management Staff (Chapter 12)

Article 3 Definitions

- 3.1 For the purpose of this policy, the following expressions mean:

Local Association refers to a local committee of the *Association des cadres des collèges du Québec (ACCCQ)*, a professional association recognized by the Government as the spokesperson for College management staff.

Management Staff refers to a member of the management staff that is full-time or part-time, permanent or non-permanent.

Temporary Management Staff refers to a management staff engaged on a temporary contract or on a replacement contract.

Professional Development refers to instruction, training or other activity that would benefit a management member in his or her duties.

Instruction or Training refers to credit or non-credit instruction, training or other activity (e.g. seminars, workshop, etc.) attended either in person or via the Internet.

Individual activities refer to work-related professional development that would benefit one management member (see Article 7.2).

Group activities refer to professional development that would benefit:
College-wide management staff;
College Administration or Campus group (members from one location);
Special group (selection of members from one or several locations requiring specific training).

Article 4 Application

- 4.1 This policy applies to full time or part time, permanent or non-permanent management staff.
- 4.2 Temporary or replacement management members are potentially eligible for group training.

Article 5 Professional Development Committee

- 5.1 The committee is composed of a representative from each location.
- 5.2 All members of the committee are appointed for one year. The mandate is renewable each year as recommended by the Director General or Directors at their respective location and confirmed at the annual All-Management Committee meeting.

Article 6 Responsibilities

- 6.1 The Board of Governors approves this policy and its revisions.
- 6.2 The Director General approves all professional development activities recommended by the committee.
- 6.3 The Professional Development Committee is responsible for the development, application, promotion, evaluation and revision of the policy. It makes recommendations to the Director General.
- 6.4 The Committee must produce an annual report of all training and activities approved in a given year, a financial report, and observations, if applicable,

on the need to revise this policy. Such documents will be presented at the All-Management meeting.

- 6.5 The Committee also promotes professional development by conducting an annual survey no later than June, to determine the needs and to make recommendations for activities at the next All-Management meeting.

Article 7 Processes

7.1 Guidelines for Professional Development Requests and Funding

The committee is responsible for developing and overseeing the application of the guidelines attached to this policy (see Annex 1).

The Committee, on an annual basis, establishes the distribution of funds for professional development.

7.2 Funding Priority for Professional Development

A request for group training is funded in accordance with Chapter 12 of the Policy for Management Staff.

The Director General for College Administration or the Directors at their respective location are responsible for individual training and may approve individual professional development after analysis of the request. Individual training activities are funded by the locations.

Article 8 Implementation and Revision of this Policy

- 8.1 The policy is in effect upon adoption by the Board of Governors until a revision is requested by either the College, the local Association or a majority of the management staff who are not members of the Association.

**GUIDELINES TO THE POLICY FOR PROFESSIONAL DEVELOPMENT
FOR MANAGEMENT STAFF**

PROCEDURE

1. Presentation of the request

- 1.1 All requests for professional development must be submitted using the attached Professional Development (PD) form (Annex 2) available at the Business office of each location to the Human Resources office at College Administration, with supporting documents. The Group Representative requesting the professional development and the signing authority on each location must co-sign the form.
- 1.2 PD request form must be sent to the Human Resources office at College Administration thirty (30) days prior to the professional development activity, where possible.
- 1.3 The Human Resources office at College Administration will acknowledge receipt of the PD request and forward a copy to all members of the committee.
- 1.4 Once the committee has reviewed the request and the recommendation has been sent to and approved by the Director General, the Human Resources office at College Administration will inform the Group Representative of its decision to accept or reject the request.

2. Funding Priority

The professional development training activities budget will be allocated in the following order of priority:

- 1) College-wide management staff (60%);
- 2) Members from one location OR Special Group (40%);

3. Admissible Fees

- 3.1 Fees must be directly related to the professional development such as admission and registration fees, materials and supplies.
- 3.2 Meals, lodging and travel expenses are not covered by this Policy. These expenses may be reimbursed as per the Policy concerning meals, lodging and travel expenses, if approved by the Director General or Directors at their respective location.

4. Reimbursement

As soon as the group training activity has been completed, a request for reimbursement form (Annex 3) will be completed by the manager responsible and forwarded to the Human Resources office at College Administration.
