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Professional Development Fees

PURPOSE

1. The Government of Nunavut (GN) recognizes and encourages the professional development of its employees.
2. The Government may reimburse employees for the successful completion of approved professional development activities taken on an employee's personal time in accordance with the provisions in this section of the Manual.

APPLICATION


3. These provisions apply to all term and indeterminate employees, except teachers and Nunavut Arctic College educators.
4. These provisions apply to employee-requested professional development activities.

PROVISIONS

5. An employee's supervisor (or designated authority) may approve an employee's request for reimbursement of fees for professional development activities taken on an employee's personal time when:
 - The activity is of value to the employee's work; and
 - The employee provides proof of successful completion of the activity.

Factors to be considered when reviewing employee applications for professional development fee reimbursement may include:

- Employee's length of service;
- Relationship of proposed activity to present or anticipated future duties;
- Availability of activity (is activity already available through other GN sponsored training and development programs?);
- Cost of proposed activity.

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6. Professional development activities that may be eligible for reimbursement could include, but are not limited to:

- University/College distance education credit or non-credit courses
- Night classes / continuing education courses offered through Nunavut Arctic College
- Adult education courses
- Training or certification programs offered through professional or trade associations
- Conferences, seminars, or workshops

Activities that take place outside the employee's home community are not considered under this directive.

7. Fees eligible for reimbursement may include:


- Tuition
- Registration or admission fees
- Required textbooks
- Lab fees
- Software required for online learning
- Examination fees
- Other materials required to complete the activity

8. It is recognized that budgetary considerations may affect the level of reimbursement that an employee may receive.


9. The employee is not eligible for overtime/lieu time for professional development activities taken on personal time. Costs related to transportation, accommodations, meals and child care do not qualify for reimbursement under this directive.

10. Fees may be prepaid to the employee or directly to the authority conducting the professional development activity in exceptional circumstances (i.e. financial hardship).

11. When the fees are paid or reimbursed in advance, and the employee does not successfully complete the activity, the employee is required to reimburse the Employer for the fees by way of payroll deduction. The Deputy Head has the authority to waive this requirement in exceptional circumstances.

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12. If applicable to the professional development activity, the employee may be permitted study time during working hours, upon mutual agreement with his/her manager. Such arrangements should be in writing and should be discussed prior to the commencement of the professional development activity.
13. If applicable to the professional development activity, with approval of the Deputy Head, leave with pay may be awarded for the period of time required to write exams.
14. Employees cannot claim any of the costs associated with professional development for the purpose of Income Tax deductions when the expenses have been paid or reimbursed by the Employer.
15. Employees applying for reimbursement should first discuss with their supervisor the content, value and cost of the proposed professional development activity. The employee should then complete and submit to his/her supervisor a Request for Reimbursement form (Appendix A).
16. The employee's supervisor reviews and signs the application, confirming the validity of the professional development activity and costs eligible for reimbursement.
17. When the professional development activity is completed, the employee will provide his/her supervisor with an official statement from the authority conducting the professional development activity that indicates the successful completion of the activity (i.e. academic transcript, certificate of achievement). Receipts for all pre-approved expenses will be attached to the completed Request for Reimbursement form. The Supervisor will sign the application form, authorizing reimbursement of the expenses and will forward to the appropriate financial authority for processing.
18. If applicable, the employee will provide his/her supervisor with the original T2202 slip received from the authority conducting the professional development activity.

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AUTHORITIES AND REFERENCES

19. Public Service Act
34 (4)
20. Main Collective Agreement with the NEU
Article 43.13 - Examination Leave
21. Excluded Employees' Handbook
Examination Leave
22. Senior Management's Handbook
Examination Leave

CONTACTS


23. For further information or clarification please contact:

Director Training and Development
Department of Human Resources
Iqaluit, Nunavut
975-6283

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Appendix A - Request for Reimbursement

PERSONAL IDENTIFICATION			
FULL NAME: _____			
COMMUNITY: _____			
DEPARTMENT / DIVISION: _____			
POSITION TITLE: _____			
PROFESSIONAL DEVELOPMENT INFORMATION (ATTACH OUTLINE / SYLLABUS / AGENDA)			
INSTITUTION: _____			
PROGRAM TITLE: _____			
START DATE: _____		END DATE: _____	
PROGRAM COSTS (ATTACH ANY RELEVANT DOCUMENTATION)			
PROGRAM FEES:	\$ _____		
OTHER COSTS: (DETAIL)			
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	_____
_____	_____	_____	\$ _____
_____	_____	_____	_____
EMPLOYEE'S AGREEMENT			
<p>I, _____, agree to attend the professional development activity listed above and shall to the best of my ability successfully complete all of its requirements. I also agree to submit, to my supervisor, an official statement from the authority conducting the activity that indicates my successful completion (i.e. academic transcript, certificate of achievement/completion).</p>			
Employees's Signature _____			Date _____

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DEPARTMENTAL AGREEMENT (<u>PRIOR</u> TO COMPLETION)	
<p>I have reviewed the above Request for Reimbursement and confirm that the professional development activity in question is of value to the Employee's development. Upon successful completion of the activity, the Department will reimburse the employee for the expenses outlined above.</p>	
<p>_____ Supervisor's Signature</p>	<p>_____ Date</p>
DEPARTMENTAL AGREEMENT (<u>FOLLOWING</u> COMPLETION)	
<p>I approve the attached expenses for reimbursement:</p>	
<p>_____ Supervisor's Signature</p>	<p>_____ Date</p>