

Section:	Human Resources
Subject:	Employee Development and Recognition
Legislation:	
Effective:	April 27, 1993
Revision:	August 1, 2003 (reformatted); March 21, 2011; September 1, 2016 (reformatted); February 13, 2019

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide and support, within resource limitations, employee knowledge and skills development activities.

PROCEDURE

GOVERNING PRINCIPLE

This procedure does not apply to operational training needed to meet legal or safety requirements, such as WHMIS training and training needed to operate new industrial equipment.

PROCEDURE

A. Structure and Funding

1. Board of Governors:
 - a) Establishes the institutional direction for professional development.
 - b) Approves the professional development budget as part of the budget development process.

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2. Executive Management Council:

- a) Establishes administrative guidelines and procedures for professional development as part of the tactical planning process.
- b) Ensures that division initiatives support the institutional direction through the planning process and by review in Executive Management Council meetings.
- c) Allocates professional development funds through the budget process to:
 - i) School/department budgets;
 - ii) Faculty Professional Development Fund.
 - iii) Human Resources Development Fund.

B. Fund Administration

1. Schools/departments:

- a) Employees meet with their supervisors to identify school/department needs related specifically to:
 - i) School/department initiatives.
 - ii) Program initiatives.

The school/department manager uses the information from this collaborative process and from other sources to develop the school/department professional development budget for presentation as part of the budget process.

- b) The school/department manager or designate administers approved funds, taking into consideration:
 - i) Degree of relevance to the currently assigned job, task or function with special emphasis on the knowledge or skills deemed essential for job performance which are identified through the performance planning process.
 - ii) Degree of relevance to reasonably predictable future job, task or function.

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iii) Immediacy and frequency of the application of the skill or knowledge concerned.

2. Faculty Professional Development Fund:

- a) Executive Management Council shall ensure that as part of the budget development process, funds are budgeted to match the allowance in the Board of Governors of SAIT and the SAIT Academic Faculty Association (SAFA) Collective Agreement.
- b) Approved funding will follow the process outlined in paragraph B.1.b) of this procedure.

3. Human Resources Development Fund:

- a) Executive Management Council shall determine budgets as part of the budget development process.
- b) Employee Services shall administer approved funds to deliver training and development programs to the campus as a whole and to support development activities by managers and support staff that are not funded within their school/department budgets.

C. Priorities

- 1. Each application for professional development, whether at the school/department or institute level, shall be assessed based on:
 - a) Benefit to SAIT.
 - b) Benefit to the school/department and/or program.
 - c) Benefit to the employee in the performance of the employee’s job function.

POLICY/PROCEDURE REFERENCE

- HR.2.2 Professional Development policy
- HR.2.2.2 Professional Development Fund – Academic Employees procedure
- HR.2.2.3 Professional Credential Enhancement procedure

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PROCEDURE