

PROFESSIONAL DEVELOPMENT FUND – ACADEMIC EMPLOYEES

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| Section: | Human Resources (HR) |
| Subject: | Employee Development and Recognition |
| Legislation: | |
| Effective: | April 17, 2003 |
| Revision: | August 1, 2003 (reformatted); November 19, 2004; March 18, 2005; November 1, 2007; June 14, 2013; 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 PRINCIPLES

1. The Professional Development Fund as defined in the Board of Governors of SAIT and the SAIT Academic Faculty Association (SAFA) Collective Agreement is designed to support academic employees in meeting their professional responsibilities.
2. Each academic employee is provided with a maximum of \$800 on a 24-month basis (inclusive of any taxes) as identified in the Collective Agreement and a maximum of \$800 on a 24 month basis (inclusive of any taxes) funded by the vice president, academic, for individual professional development.
3. Commencement of the 24-month period is determined by the academic employee's start date as outlined in Section 12.05 of the Collective Agreement.
4. Pre-approval must be obtained through the completion of the required Application for Professional Development funding and associated AP60 form to access any monies under this program.

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5. This funding can be accessed in conjunction with other SAIT funding for the same purpose or activity.
6. Academic employees may not transfer their unused professional development funds to other academic employees or SAIT employees.
7. Pursuant to Canada Revenue Agency (CRA) regulations, this fund may be a taxable benefit.
8. Unused funds are forfeited.

PROCEDURE

A. Expense Criteria

1. The academic employee's dean, director or designate pre-approves all professional development expenditures. Any approved expenditures which include software or hardware remains the property of SAIT.

B. Unused Funds

1. Unused funds at June 30th of the second half of the 24 month period are forfeited.

C. Claiming Expenses

1. Refer to procedure [FN.11.1.1 Expenses](#) for expense claim submission requirements. Note that reimbursements cannot be processed through petty cash.
2. All claims must be pre-approved by the academic employee's dean, director or designate. Failure to obtain this pre-approval may cause the claim to be denied.

POLICY/PROCEDURE REFERENCE

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| HR.2.2 | Professional Development policy |
| HR.2.2.1 | Institutional Professional Development procedure |
| HR.2.2.3 | Professional Credential Enhancement procedure |

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