

Kwantlen
POLYTECHNIC
UNIVERSITY
Faculty of Trades & Technology
Professional Development Committee

INTRODUCTION

**As per our Collective Agreement,
ARTICLE 16 – PROFESSIONAL DEVELOPMENT**

Each Professional Development Committee has the responsibility of promoting, within the group, activities to enhance the academic, technical, and educational standards of the programs/disciplines.

16.03 PROFESSIONAL DEVELOPMENT PROGRAM

(a) The parties agree to continue a Professional Development Program for the maintenance and development of the faculty members' professional competence and effectiveness. It is agreed that maintenance of currency of subject knowledge, the improvement of performance of faculty duties, and the maintenance and improvement of professional competence, including instructional skills, are the primary professional development activities of faculty members.

16.01. GUIDELINES FOR DISBURSEMENT OF PD FUNDING

(f) The faculty members' proposed activity will be of benefit to the faculty member and the Employer. Such applications, together with each Committee's recommendation shall be forwarded to the appropriate administrator. Disbursement shall be over the signature of the administrator.

Approval will not be unreasonably withheld.

If the administrator does not sign the request, the Chairperson of the appropriate Professional Development Committee and the applicant shall be informed immediately and a reason shall be supplied. Where the administrator withholds approval, the matter may be appealed to the Labor Management Relations Committee by the Professional Development Committee. The LMRC will issue a final and binding decision within 5 days of receiving the appeal.

(g) Effective January 1, 2017, a budget of \$625.00 for each full time equivalent faculty member in a Faculty (based on the enrolment and staffing report of October 31st prior) shall be allocated to each Professional Development Committee for the fiscal year. The administrator may not expend the funds allocated in this article that have not been recommended by the Professional Development Committee.

Effective January 1, 2019, a budget of \$700.00 for each full time equivalent faculty member in a Faculty (based on the enrolment and staffing report of October 31st prior) shall be allocated to each Professional Development Committee for the fiscal year. The administrator may not expend the funds allocated in this article that have not been recommended by the Professional Development Committee.,

A budget of **\$625.00** for each full-time equivalent faculty member in a group (based on the enrolment and staffing report of October 31st prior) shall be allocated to each Professional Development Committee for the fiscal year.

~~Any PD Fund Application for an amount exceeding your \$625.00 allotment for the fiscal year will require an accompanying letter with other faculty members' signatures, allocating their PD Funds to satisfy the required amount of funding on your application.~~ Funds allocated to the Professional Development funds that are not used in the current year will be carried forward for use in the subsequent year. Overuse of funds in the current year will be offset in the subsequent year.

16.04 PERSONAL PROFESSIONAL DEVELOPMENT FUNDS

A budget of \$100.00 for each regular and non-regular type 2 faculty member shall be allocated each year. These funds will be held centrally and be spent at the sole discretion of the individual regular or non-regular type 2 faculty member on personal professional development activities to a maximum of \$100.00 per faculty member. Faculty members will be reimbursed upon submission to Financial Services of original receipts attached to an expense report.

Personal professional development activities should be consistent with generally accepted professional development activities. Eligible expenses may include:

- (i) Travel, registration fees, tuition fees and associated expenses related to meetings, conferences, workshops, seminars, or other similar professional activities, and expenses not covered by or in excess of monies available from other funds for similar purposes;
- (ii) Membership fees in learned societies, service organizations and professional organizations;
- (iii) Books; subscriptions to scholarly and professional journals, magazines and newspapers; and computer software.

What is not covered by PD Funds

Anything that is a requirement for your job is not covered by PD funds but must be paid for by the Division. Hardware and equipment is not covered by PD funds

What qualifies as PD?

Conferences, educational opportunities (courses towards degrees, continuing education, workshops, courses, tuition, travel to events, accommodations at events, meals but not alcohol).

Memberships are funded if they are not a requirement of your job but an enhancement and are supported by other members of your department.

Please refer to <http://www.kwantlen.ca/academicgrowth.html> The Centre for Academic Growth for their calendar an overview of the various free workshops for Kwantlen Employees:

- Teaching & Learning Excellence
- Skill Enhancement
- Health and Safety
- Leadership Excellence.

- Instructional Skills Workshops are offered at no cost several times a year through The Centre.

Who is eligible for funding from Trades PD funds?

This financial support is available to any KFA member, full-time or part-time who is currently teaching at Kwantlen Polytechnic University.

Instructor Diploma Program

The [Provincial Instructor Diploma](#) provides instructional skills to teach adults in private and public post-secondary institutions in BC. Credits are transferable to many universities. The program consists of six 30-hour courses and a final assignment. Vancouver Community College offers courses all over the province. For information or registration, call [Vancouver Community College](#) at 604-871-7488 or 604-871-7499. Instructors who have completed the Instructional Skills Workshop (ISW) or the equivalent Provincial Instructor Diploma Program's course PIDP 3102 Instructional Techniques will be funded for further courses. For those with varying schedules and who are not able to attend the regularly scheduled courses, there are two courses offered online.

- Start by completing a PD Application Form (G2557) outlining the course that you wish to take, the time, dates, location plus cost, and submit this to you PD committee. You should register in the program directly through VCC
- You may pay for the courses yourself in advance or you may request an advance to pay for the course.
- Upon successful completion of each course, submit a PD Expense Form (A1039) along with your receipts and supporting documentation of completion from VCC and you will be reimbursed.
- If you received an advance to pay for the course and did not complete the course successfully you must reimburse Financial Services or you will not be considered for other PIDP courses.

Kwantlen Expense Claim Guidelines (adapted from Policy no. E.6)

1. General Guidelines

- Expense claims should be claimed on an approved University Expense Report Form A1001 or PD Expense Form A1039 **no later than one month following the expenditure.**
- All expense claims relating to the University's fiscal year end (March 31) must be submitted through your PD Chair to the Financial Services Department by the end of the first week of April.
- All expense claims must be supported by original receipts and a brief description of the purpose of the meeting or trip, and approved by the appropriate administrator or designate.
- 2. Air Travel
- It is the employee's responsibility to reimburse the University for additional fare costs incurred for stopovers which are not related to University business.

- If a Saturday layover (stay an extra night) is required to obtain a lower airfare the University will pay additional hotel and meal costs, not to exceed the savings of the layover.
- Where "bonus points" are achieved as a result of travel, accommodation, car rental, etc. paid for by the University, the points must be used by the employee to offset subsequent University travel costs. Selection of carrier should be determined by the most economical and reasonable means of travel and not be unduly influenced by the accumulation of points. Any remaining bonus points attributed to an employee upon his/her termination or retirement becomes the property of the employee
- Travel: We recommend you contact Alison Moody-Stuart at Marlin Travel [<amoodystuart@marlintravel.ca>](mailto:amoodystuart@marlintravel.ca)
- Airport Parking: We will pay for parking in the economy parking lot. If you park in the valet lot, you must pay the difference

3. Private Automobiles

- When a private automobile is used while traveling on University business, the reimbursement rate will be that specified by the relevant Collective Agreement or Working Conditions Agreement. The distance allowed is from one's place of employment to destination and return.
- Mileage and other transportation costs incurred in traveling to and from the employee's home and the normal place of work are not allowable travel expenses.
- In situations where it may be more economical for two or more people to travel together for trips outside the lower mainland, car pooling is encouraged. Mileage and/or car rental costs may be claimed only by the driver or owner of the vehicle. Mileage: \$0.50/kilometer.
- Under no circumstances will the University reimburse traffic violations, parking offense tickets, towing charges, automobile repairs or insurance deductions related to accidents.
- Incremental Business Insurance premium costs will be paid by Kwantlen Polytechnic University if covered by the relevant Collective Agreement or Working Condition Agreement.

4. Automobile Rentals

- Occasionally, it may be economical to rent a vehicle while on travel status or transporting two or more people on University business.

5. Transportation

- An employee may claim reimbursement of the following University business related travel expenditures without a receipt: motor vehicle parking meter charges; public transit.

6. Travel Insurance

- It is not University procedure to purchase flight cancellation insurance for University related travel. The University self-insures for flight cancellation. If flight cancellation insurance is purchased, it is the employee's responsibility to reimburse the University for the full cost of the insurance.

- The University will reimburse for car rental insurance.

6. Meals

- \$55/day or Breakfast \$10.00, Lunch \$20.00, Dinner \$25.00 in any funds – no receipt required.

7. Lodging

- Hotel and motel accommodations should be limited to reasonable amounts and should not exceed the single occupancy rate.

8. Telephone

- Long distance business phone calls from the employee's residence will be reimbursed if the call is identified on a copy of the employee's telephone bill/statement.
- Personal long distance calls/faxes will not be paid for or reimbursed by the University except when on travel status (see Section 11 a).
- Cellular phone network charges will not be reimbursed unless usage is pre-approved by the appropriate administrator or designate.

9. Advances

- If an advance is required, an approved request for a travel advance form should be submitted to Financial Services through your PD Chair at least two weeks before the advance is required.
- Travel advances will not normally be issued when the estimate of expenses or amount requested is less than \$200. Situations under \$200 with extenuating circumstances should be brought to the attention of Financial Services and will be dealt with on an individual basis.
- Advances must be accounted for by submission of an authorized expense report supported by original receipts and any unused balance refunded by cheque within one month of the completion of the journey.
- If a previous advance has not been accounted for by submission of the appropriate expense report, as per Section 13 c. no further advances will be issued. Should an advance remain outstanding for a period greater than 60 days, the advance may be deducted from any subsequent expense claims that are submitted for reimbursement. Under extreme circumstances, and after all other options have been exercised, appropriate action will be taken as required.

10. Advances for Professional Development – KFA

- The request for advance for Professional Development (P.D.) must be signed by:
 - The Chair of the P.D. Committee;
 - The appropriate administrator concerned.
- The P.D. form is only an authorization from the P.D. Committee. The University College requires an expense report to be submitted through your PD Chair to Financial Services as proof that the expenses were incurred.
- Regulations described in Section 13 also apply to advances for professional development.

- The maximum reimbursement for P.D. expenses will be the amount approved by the employee's P.D. Committee.

11. Pre-Registration

- This is recommended, it saves money, and it gives you a receipt and saves you time.

12. Unapproved PD

- If you did not submit an application and get it approved, NO expense forms will be accepted. Applications take time to approve.

13. To Avoid Delays

- Use the proper forms
- Apply for funding as soon as possible, especially if you are requesting an advance. Applications take time to approve.

14. Other Sources of Funding for PD

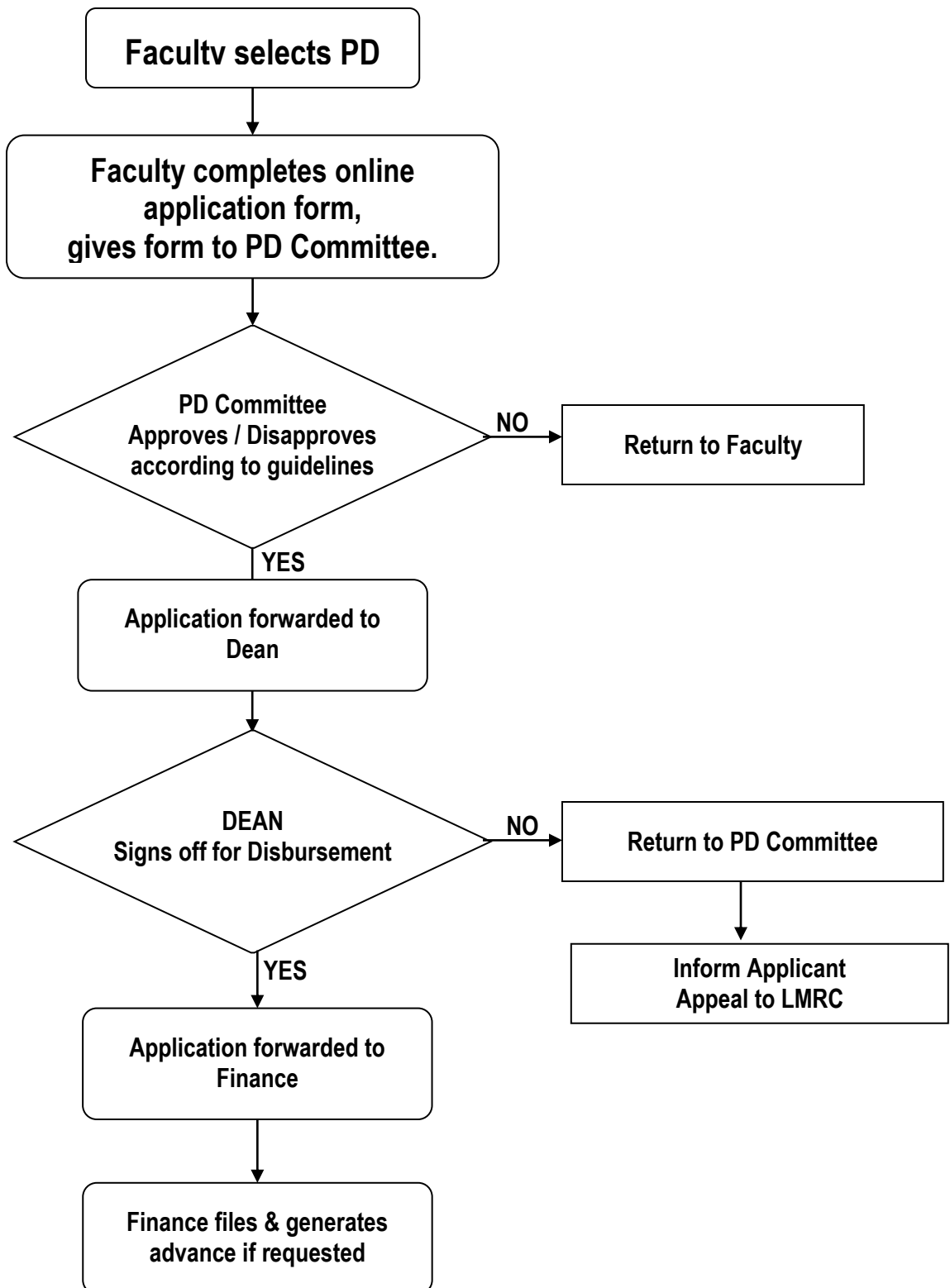
- In addition to the Trades & Technology PD funds, faculty may access funding from the following sources
 - Education Leave
 - Kwantlen Personal PD Fund (\$100.00 per year)
 - .6% Faculty PD Fund (\$1000.00 minimum – applications June, October & February of each year)

Faculty of Trades & Technology, PD Committee Members

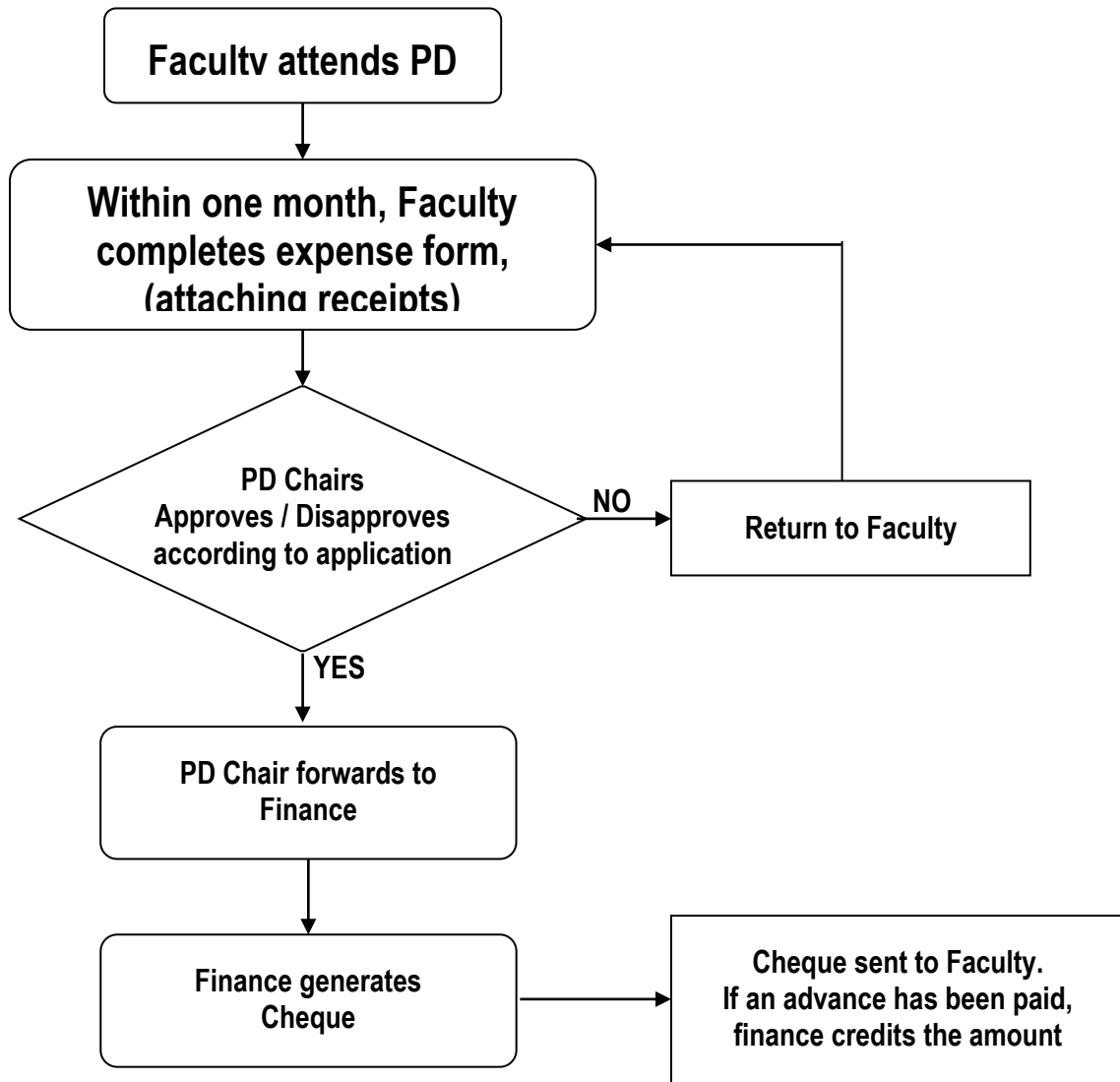
SvenRohde, PD Co-Chair	Local 6126
Brian Myette, PD Co-Chair	Local 6138
Gerard Sheehan	Local 6125
Gerard Laverty	Local 6177
Al Sumal	Local 6148

Revised: May, 2017

PROFESSIONAL DEVELOPMENT APPLICATION PROCESS



PROFESSIONAL DEVELOPMENT EXPENSE REPORT PROCESS



Note:
Where expense reports have not been submitted by March 31, the application will be de-committed unless arrangements have been made in advance.