



## Professional Development

### Rationale

This procedure exists to ensure that a framework exists for all full-time staff regarding both professional development.

### Definitions

**Annual** refers to the fiscal year of July 1 – June 30.

**Professional Development** is the acquisition of skills and knowledge, with the intention of enhancing one's career development. Professional development may facilitate an array of learning opportunities.

### Regulations

**1** SAMU provides resources on an annual basis for professional development.

**2** Employees holding salaried appointments will accrue professional development funding at the following levels;

**2.1** Annual amount of \$450 for professional development.

**3** Access to professional development initiatives and study leave are balanced with the operational requirements and financial resources, and respect contractual commitments.

**4** SAMU supports a learning culture that encourages professional development to achieve the objectives of this association.

**5** All professional development will be identified in an employee's PD plan that is approved by their director.

**6** Professional Development requests must be submitted to an employee's director, in writing, for approval.

**7** Employees must complete their probationary period before access to professional development funds will be considered.



## Fact Sheet

### Approvals:

First Approval – January 29, 2015

Last Approval – March 14, 2018

**Review By:** March 14, 2018

### Source and Updates:

January 29, 2015: *Professional and Personal Development* approved by Executive Committee motion 2015-01-29-3 upon the recommendation of the Procedure Sub Committee.

April 27, 2016: *Professional and Personal Development* approved by Executive Committee motion 2016-04-27-1 on the recommendation of the Procedure Sub-Committee. Appendix A added.

August 31, 2016: *Professional and Personal Development* approved by Executive Committee motion 2016-08-31-3 on the recommendation of the Procedure Sub-Committee.

March 14, 2018: *Professional Development* approved by Executive Committee motion E2018-03-14-2 on the recommendation of the Procedure Sub-Committee. Changes include removal of 'Personal Development' and addition of the PD plan being approved by an employee's director.

### Related Documents: