

Ch4-s3-01: APPENDIX 2

PROFESSIONAL DEVELOPMENT SPENDING ACCOUNT

The Professional Development Spending Account (PDSA) is intended to support the ongoing professional development needs of employees by providing funds for a variety of professional development purposes relevant to the duties and responsibilities of the employee's job. Managers and employees are encouraged to discuss professional development as a part of the performance planning process in order to ensure that resources allocated have the maximum benefit for the individual and the College.

Eligible Expenses

The PDSA can be accessed by full time employees for the following purposes:

- Tuition costs or course registration fees
- Travel costs associated with course attendance
- Professional association membership or licensing dues/fees
- Purchase of professional journals or publications
- Purchase of work related books and/or software
- Other expenses supported by the employee's dean or director

Program Details

- The PDSA program year is April 1st to March 31st (fiscal).
- All actively employed full time academic, administrative, and support employees will receive their allocation at the start of the budget year. Employees on leave of absence will receive a pro-rated amount upon return from leave of absence.
- Each faculty, support and administrative full time employee will receive a credit of \$250.00 each year into their PDSA.
- Employees may carry over their credit to a maximum of \$2000.00 for use in future years. Once the maximum amount is reached no further allocations will be made to the account until it is used.
- Employees may agree amongst themselves to "pool" their credits for a shared purpose. An agreement must be drawn up and signed by all participants beforehand. Organizational Effectiveness can assist in writing these situation specific agreements. The manager(s) must approve such requests.
- PDSA credits are non-transferable and carry no cash value meaning they cannot be used for other purposes or taken as a cash payout.
- Unused PDSA credits of employees leaving the College will be re-allocated back to the College.
- PDSA funds are available to employees as a reimbursement only. Funds will not be provided in advance for any reason.
- PDSA reimbursements are not taxable as both the employee and the College benefit as a result of the expense.
- Original receipts must be attached to all claims.

Procedure for Accessing PDSA

- Employees wishing to access funds must make the initial request through their manager to ensure that the use of the PDSA is connected to their personal professional development plan.
- To access funds employees must complete a PDSA claim form. Receipts must be produced prior to claim processing and must abide by all purchasing and finance policies.

- All forms must be approved by the employee's manager prior to submission to Organizational Effectiveness.
- All claims must be filed in the fiscal year in which the expense was incurred.
- Employees may access their PDSA to claim reimbursement for tuition or course registration fees for approved courses related to their discipline.
- If an approved course requires an employee to miss scheduled work hours the request for time off will be made in accordance with the appropriate collective agreement or terms and conditions of employment.
- All college finance and purchasing policies must be followed.



Employee Professional Development Spending Account Claim Submission

Employee Information

First Name:	Last Name:
Department:	Extension:

Claim Information

Tuition Cost or Course Registration Fees	AMOUNT CLAIMED
Course Name:	\$
Travel Costs (specify):	\$

Professional Association Membership/Licensing Fees	AMOUNT CLAIMED
Costs: Year Start: _____ Year End: _____	\$

Professional Journals or Publications	AMOUNT CLAIMED
Title/Type:	\$

Books/Software	AMOUNT CLAIMED
Details:	\$

Other	AMOUNT CLAIMED
Details:	\$

Briefly explain how this expense benefits the College

EMPLOYEE CONSENT AND DECLARATION

I certify that the information contained in this and other documents supporting this claim are true, full and complete. By submitting this form I understand that I am requesting payment be made for the above expenses, in accordance with the Employee Professional Development Spending Account operating practice.

EMPLOYEE SIGNATURE: _____ DATE: _____ MANAGER APPROVAL: _____ DATE: _____

Completed forms to be forwarded to Organizational Effectiveness for recording and to Finance for payment.

_____ Date recorded in Organizational Effectiveness _____ Date payment issued from Financial Services