

**Policy Title:** Professional Development

**Last Approved:** February 2025

### BACKGROUND

The purpose of this policy is to provide direction and guidance to staff of the Saskatchewan School Boards Association ('Association') in the engagement of their professional development.

### APPLICATION

This policy applies to all Association employees.

### POLICY STATEMENT

The Association recognizes the importance of encouraging and supporting lifelong learning so that continuous growth and improvement will allow employees to demonstrate essential administrative and leadership skills and individual sense of achievement, worth and self-esteem. The program of professional development pursued by employees is left to their individual determination in consultation with their Director within the guidelines of this policy through the Individual Performance Plan (IPP) process.

#### 12.1 EMPLOYEE PROFESSIONAL DEVELOPMENT

(a) Employee Professional Development funding is available for each employee annually. The allocation of funds is as follows:

- i) Field Employee – three thousand dollars (\$3,000) per year
- ii) Administrative Employee – one thousand dollars (\$1,000) per year

(b) The Professional Development Fund provides employees with funds for registration fees and related travel and accommodation expenses.

(c) All employees may carry-over their professional development allocation to a maximum of two (2) years' allocation and utilize this amount subject to the approval of the Director with a plan to utilize it outlined in the employee's Individual Performance Plan (IPP) by end of year two by filling out the Professional Development Accrual Carryforward Request Form.

(d) Education Leave & Assistance

- i) Leave and/or financial assistance in the form of tuition may be provided to employees who attend university classes, seminars or similar functions designed to improve the employee's proficiency in his/her area of responsibility.
- ii) Applications for financial assistance shall be made in writing by the employee to the Executive Director and may be granted subject to successful completion of the class or program.
- iii) If suitable arrangements for a temporary replacement can be made, the Association may approve a leave of absence and pay up to seventy-five percent (75%) of an employee's salary for a program that is acceptable to the Director and Executive Director and is deemed to meet an Association need. Alternatively a leave of absence without pay may be granted. Leave shall be subject to the following conditions:

## 11.0

- a. Leaves may be provided to employees with at least 2 years of continuous active service with the Association;
- b. Application is to be made in writing at least six months previous to leave, to the Director and Executive Director for consideration;
- c. The period of the leave shall be at the discretion of the Executive Director;
- d. If the employee withdraws from the education leave and wishes to return to their position earlier than expected, they must give not less than one (1) month's notice of intent to do so;
- e. The employee shall agree, by written contract (see 12.0-A Service Commitment for Education Leave and Assistance), to return to service with the Association for a period of at least two (2) years following the completion of the leave for leaves one (1) year or more and pro-rated as agreed to at the time of approval for leaves less than one (1) year;
- f. If the employee dies while on leave or during the period of return service under this section, there shall be no liability on any person for refund of payments made to the employee during the leave; and
- g. If the request is approved, a Service Commitment For Education Leave and Assistance (see 12.0-A Service Commitment for Education Leave and Assistance) shall be signed by the employee. The Service Commitment shall make specific reference to:
  - o The period of the education leave;
  - o The period of return service;
  - o Vacations and sick pay during the leave; and
  - o Pay-back requirements if return service is not complied with.

## REFERENCES