

ANNEX 1

**GUIDELINES TO THE POLICY FOR PROFESSIONAL  
DEVELOPMENT FOR MANAGEMENT STAFF**

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**PROCEDURE**

**1. Presentation of the request**

- 1.1 All requests for professional development must be submitted using the attached Professional Development (PD) form (Annex 2) available at [www.champlaincollege.qc.ca](http://www.champlaincollege.qc.ca) with supporting documents (PD brochure and session outline). The Group Representative requesting the professional development and the signing authority at each location must co-sign the form.
- 1.2 A PD request form must be sent to the Human Resources office at College Administration at least ten (10) working days prior to the activity.
- 1.3 The Human Resources office at College Administration will acknowledge receipt of the PD request and forward a copy to all members of the Committee.
- 1.4 Once the Committee has reviewed the request and the recommendation has been sent and approved by the Director General, the Human Resources office at College Administration will respond to the person requesting the PD.

**2. Funding Priority**

The professional development training activities budget will be allocated in the following order of priority:

- 1) College-wide management staff (60%);
- 2) Other Group activities (40%).

**3. Admissible Fees**

- 3.1 Fees must be directly related to the professional development such as admission and registration fees, materials and supplies.

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3.2 Meals, lodging and travel expenses are not covered by this Policy. These expenses may be reimbursed as per the Policy concerning meals, lodging and travel expenses, if approved by the Director General or Campus Directors at their respective location.

**4. Reimbursement**

Any invoice for the admissible fees should be forwarded to the Director of Human Resources at College Administration.

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