

# Development and Training Fund Guidelines

## Purpose of the Development and Training Fund

Developing the knowledge and skill base of our workforce is key to providing excellence in public service. This can be accomplished through:

**Development:** skills to focus on growth and potential for future application; and,

**Training:** skills required to better perform current job responsibilities.

Funding for development initiatives may be applied for through the Development and Training Fund. This is intended to develop skills and knowledge in areas that may or may not be part of an employee's job at this time, but fits in with current career aspirations. This learning would normally be identified by the employee in his or her Performance Development Plan. An example of this would be a seminar on supervision and management for someone who is not presently supervising, but would like to do so in the future, or a seminar on stress management.

Funding for training, necessary for the employee to perform his or her work, is also eligible for consideration. This training is normally employee initiated.

### Eligibility

Classified employees and temporary employees appointed through the Public Service Commission competition process who are dues paying members of the Union of Public Sector Employees bargaining unit and who work in Departments of Government, Liquor Control Commission, Auditor General's Office, PEI Museum and Heritage Foundation and the Employment Development Agency.

### Program Funding

Funding for programs is available under two categories.

- Individual Development and Training Opportunities, and
- Group Development and Training Opportunities.

#### Individual Development and Training Opportunities

- One hundred per cent of course fees only (excluding books, software, application and other fees) will be paid toward the costs of post-secondary courses taken at UPEI, Holland College or any other accredited institution, including correspondence courses. Conferences, seminars, workshops, exams and/or short courses of less than six-weeks in length, offered by organizations outside of

government, are considered in this section. The request would normally be directly related to the employee's developmental needs identified through the Performance Development Plan process.

- Applications shall be submitted no earlier than 60 days prior to the commencement of the course. Each course shall be identified on a separate application.
- If approved for funding, the employee shall be compensated from the Development and Training Fund, upon submission of proof of registration.
- Monies will normally be paid in advance (to the institution) with the understanding that if the applicant should withdraw from the approved program or cease to be a government employee, he or she would reimburse the fund, pro-rated on the basis of completion.
- Applicants may be required to show evidence of completion of the approved program.
- Funds will not be used for salary purposes (backfilling, etc.), travel or accommodations.
- Casual employees appointed through the Public Service Commission must have one year of continuous service before they are eligible for funding from the fund.
- Only programs that will enhance development opportunities in the broader public sector will be considered for funding, i.e., health, education or civil service. The training needs to be developmental with a fit to the public sector.
- Prior work assessment must be in line with the applicant's development plan before the training request should be approved for funding.
- Applications for wellness related funding should contain a development piece with a particular length of time to the sessions. The training event should provide the applicant with personal information that looks at their stress level, blood pressure, etc.
- Funding would include a development or training opportunity for a group(s) of employees. A group must consist of 2 or more people. The group is eligible for up to \$2,500.00 per individual in the group. For example, if there are 10 people in the group, they are eligible for up to \$25,000.00.
- Group applications should only be used when there is:

- a cost benefit to applying as a group (e.g., 4<sup>th</sup> registrant receives reduced registration fee);
- flat rate for the group regardless of the number of participants or departments involved;
- If there are more than five people going to the same event and there is no discount offered they will be considered a group. If there are less than five people attending they must apply individually for funding.
- The fund will pay reasonable costs for the activity with the exception of travel and accommodations for participants. Reasonable costs could include the resource person's fee and expenses, course material and meeting facility. Time off to attend the course will be accommodated as operational requirements permit.
- Funds will not be used for salary purposes (backfilling, etc.) travel or accommodations of participants.

### Application

Please note there are two Development and Training Fund applications; the **Individual Application Form** and the **Group Application Form**.

Applications can be obtained from your HR Manager or printed from the links on the side bar of this webpage or you can apply on line by going to the web-site <http://iss.peigov/dtfund/index.jsp>

Completed applications are to be returned to the Public Service Commission, 3<sup>rd</sup> Floor Sullivan Building. Any questions regarding the program can be directed to your department's HR Manager or the PSC at 368-5620.

### Approval

- This policy will honour existing departmental fund guidelines and applicants must apply to their departmental fund prior to applying to this corporate fund. All applications coming from those departments that have funds must be signed off by the fund's administrator prior to being sent to the corporate fund for consideration.
- Where possible, the application should be consistent with the applicant's Performance Development Plan.

- Applicants should be accompanied with a description of the development or training sought.
- Applications will be reviewed on a monthly basis.
- The fund will provide a maximum of \$2,500.00 per employee, per fiscal year.
- Applications are not automatically renewable.
- Priority may be given to first-time applicants. Where all applicants are first time applicants priority will be on a first come basis.

A committee comprised of a representative of the union and of the PCS, as well as one other employee, will receive, evaluate, and approve requests. Each representative will have a designated alternate.

Where time off, travel or accommodations are required to attend the requested course, the employee must obtain prior support from his or her department.