



Staff Development Program (SDP) Reimbursement Policy (2017-18)

Policy: Staff Development Program (SDP) participants are eligible to receive limited financial support for qualified and approved professional development activities, based on availability of program funding.

Rationale: Professional development is the largest of the three components of SDP programs of work because it is most closely tied to day-to-day job performance. Employee professional development activities traditionally have been hosted or underwritten by individual departments on behalf of their employees. The SDP Steering Committee has chosen to maximize the use of its own limited discretionary funds to support development activities for SDP participants by promoting activities that benefit participants as a group.

However, the SDP Steering Committee recognizes that completely excluding individualized activities from funding support is not consistent with the SDP's main goals including provision of "...a framework to encourage and reward performance excellence and professional development." Depending on available program funding, the Steering Committee will allocate funds to each SDP participant to offset a portion of professional development costs not covered by participants' employing departments or other sources during the period of the SDP.

Procedures: To be considered and qualify for professional development reimbursements not covered by other sources, the SDP participant seeking reimbursement must complete a *Request for Reimbursement* form, sign all related receipts and submit the form/original receipts to the SDP Program Coordinator within 14 days of the completion of the activity. No requests will be accepted after Thursday, May 17 2018.

Reimbursement Exclusions: Reimbursements cannot be granted for:

- Travel related expenses (e.g. lodging, airfare or meals);
- Offset of lost personal income arising from professional development activity;
- Expenses beyond the scope of the immediate professional development activity (e.g. computer hardware or services, magazine subscriptions, professional organization dues, child care, etc.).

Reimbursement Amount: Currently, the total maximum reimbursement amount per participant will be limited to no more than \$200. The Steering Committee will re-evaluate this funding in subsequent years and reserves the right to adjust and/or rescind its availability to participants each year.