

ARTICLE 10 – PROFESSIONAL DEVELOPMENT

Statement: Purpose and Intent

It is recognized that both the Union and the BCIT Board of Governors are committed to high quality programming at BCIT and that the responsibility for program quality and staff professional development is shared by the Employer, the Employee and the Program.

To achieve excellence, the Employee should maintain currency in the Employee's area of expertise by following an active professional development program.

The Employer should ensure that the Employees have the necessary resources to carry out their duties, and will encourage and financially support Employees' professional development programs.

The general purpose of professional development leave is to promote leadership in technological education through leaves intended to enhance the professional development of individual Employees by maintaining their currency, flexibility and/or professional competence.

10.1 Pooling of Professional Development Leave

Professional development leave entitlements may be pooled among Employees to the extent, and in the manner, decided by the Employees in the Department. If the pooling is proposed to occur between two (2) or more Departments, then the Employees of each Department must agree. In any case, the provisions must be approved by the Dean or equivalent before implementation. Approval shall not normally be withheld.

10.2 Instructional Skills Development

10.2.1 The development and advancement of faculty instructional skills is central to BCIT's mission of educational quality and instructional excellence.

10.2.2 All new full-time teaching Faculty and Assistant Instructors will attend a five (5) day orientation program in July or August, prior to the commencement of classes or during the evening and Saturdays in the academic year. In addition, these Employees will be required to participate in a variety of follow-up activities during their first year of teaching. Employees will be on salary during these sessions supported through their program budgets, and additional orientation costs will be charged to the Instructional Development Fund.

10.2.3 In support of instructional development, funding of \$125,000 for the year commencing April 1 will be established for all Institute full-time, part-time, day program and Part-Time Studies (Continuing Education) Teaching Employees to support activities and resources directly related to the improvement of teaching. Activities such as in-service workshops, facilitator training, a yearly instructional development symposium, instructional development grants and acquisition of resources on teaching and learning are examples of the types of initiatives to be supported by the fund.

10.2.4 Overall management and direction for these funds will be provided by the Instructional Development Committee composed of one Faculty or Assistant Instructor representative, appointed by the Union, from each of the following general areas: business; engineering, electronics and computing studies; health; academic studies; the student services and educational support areas; and one representative of the PTS instructors. The BCGEU Vocational Instructors shall be invited to appoint one representative. The Union shall also appoint one of its Directors. Management shall appoint two representatives: one from

Education and one from Student, International, Research and Information Services. An annual plan and budget will be developed by the Committee and a yearend report of activities compiled for distribution to the BCIT community.

- 10.3 Professional Development Expenses Fund, Program-Administered (Conferences/Courses/Seminars; Other Related Activities; Resources; Equipment)
- 10.3.1 It is recognized that programs and program groups remain current through maintaining active relevant contacts with business, industry, technical associations and other academic institutions.
- 10.3.2 The general purpose of the Professional Development Expense Fund is to promote leadership in technological education through funding of relevant professional development activities and/or the purchase of equipment or services which maintain currency, flexibility, and professional competence of Employees or augment the professional development of the individual Employee.
- 10.3.2.1 A qualifying Employee shall be entitled to professional development funds for the purposes of attending short courses or conferences; undertaking research; paying the costs of Educational / Professional / Technical opportunities; purchasing tools, equipment, computer hardware or software; or defraying costs of professional fees and expenses, such as those listed in Article 10.3.3.
- 10.3.2.2 If equipment is purchased from pooled or individual funds, the ownership and responsibility for the item(s) purchased resides with the Employee.
- 10.3.3 This provision may be used to cover annual professional fees such as P.Eng., Bar Association, CPA, RN, CMLT, ART, RTMN, RPF, A.Sc.T or other professional association fees which control or license the individual to practice their profession.
- 10.3.4 These funds shall be administered in the agreed upon manner by the program group but, without limiting the right of the Employee to use the funds for the purposes stated. To access grants from these funds, an individual or group applies to the program group which has the responsibility to administer the allocation of the funds.
- 10.3.4.1 The program group shall administer the pooled funds with the intention of allowing the members of the program group who participate in the professional development pool approximately equal access to unreserved, pooled Professional Development funds over a reasonable time.
- 10.3.4.2 Any dispute regarding the disposition of funds shall be referred to the Labour/Management Committee for decision.
- 10.3.5 The program group will receive the amounts stated in Articles 10.3.5.1 and 10.3.5.2 below for the purpose of funding professional development activities, and all Employees who qualify under this Article are entitled to funds for professional development activities as follows:
- 10.3.5.1 An annual amount of \$1418.00 for each Employee eligible as in Article 10.3.7 below.
- 10.3.5.2 Any Employee at, or above, Faculty Step 12 as at April 1 of the year shall receive an amount of \$502.00 in addition to the amounts in Articles 10.3.5.1 or 10.3.5.3.

- 10.3.5.3 Individuals within the group may decline to participate in the pooled sharing of funds. If they prefer, they can claim an amount of \$1118.00 to be dedicated to their personal professional development activities. The program group will then reserve these funds for those individuals. Expenditure of individual funds is still subject to program approval.
- 10.3.5.3.1 Individuals choosing to claim amounts for personal professional development activities as in Article 10.3.5.3 may accumulate these funds over time.
- 10.3.5.3.2 The accounting for these reserved funds shall be a matter between the individual and the program group, and the Institute shall have no responsibility in this matter.
- 10.3.6 Existing banked professional development funds earned before 1989 April 1 will not in any way be affected by the changes herein regarding handling of professional development funds. The individual will apply to the program group for expenditure of these funds.
- 10.3.7 Categories and Conditions for Eligibility:
- 10.3.7.1 To be eligible for professional development fund entitlement an Employee must be working or on an approved part-time or full-time leave on April 1 of the applicable year (subject to Article 10.3.8 and 10.3.9) and employed under one of the following conditions:
- 10.3.7.1.1 As a Regular Employee; or
- 10.3.7.1.2 As a Temporary Employee whose current appointment is for a term of nine months or more; or
- 10.3.7.1.3 As a full-time Temporary Employee whose current term of employment when combined with previous terms of employment total nine months or more, provided that such employment periods are only counted towards one entitlement as in Article 10.3.5.
- 10.3.7.2 Part-time Regular or Temporary Employees, other than Auxiliary Employees, shall be counted in calculating the total funds available to the program group as follows:
- 10.3.7.2.1 For Teaching Faculty Employees, 585 hours of employment shall add one entitlement to a pooled fund available to the program group and pro-rata;
- 10.3.7.2.2 For Specialized Faculty Employees, 1519 hours of employment shall add one entitlement to a pooled fund available to the program group and pro-rata;
- 10.3.7.2.3 For other Non-Teaching Employees, 1645 hours of employment shall add one entitlement to a pooled fund available to the program group and pro-rata;
- 10.3.7.2.4 For Assistant Instructors, 920 hours of employment shall add one entitlement to a pooled fund available to the program group and pro-rata.
- 10.3.8 Professional development funds for Employees who are otherwise eligible under this

Article and who are on leave will be calculated as follows:

- 10.3.8.1 Employees on a full (100%) General Purpose Leave Without Pay under Article 9.7 (“GPLWOP”) on April 1 of the applicable year will not be entitled to allocation of professional development funds under this Article.
- 10.3.8.2 Employees on a partial GPLWOP shall be entitled to a pro-rata allocation, based on the percentage of time that they are not on a GPLWOP on April 1 of the applicable year, of the full allocation of individual or pooled professional development funds which they would have received if they were not on a GPLWOP.
- 10.3.8.3 Employees on any other type of part-time or full-time leave shall be entitled to the same share of individual or pooled professional development funds which they would have received if they were not on leave.
- 10.3.9 Professional development funds for Employees who are otherwise eligible to receive funds under this Article and who are receiving Long Term Disability (“LTD”) benefits or who have exhausted their sick leave but remain unable to return to work and are not eligible for LTD benefits or who are on an Administrative Leave Without Pay pursuant to Article 17.3.2 will be calculated as follows:
- 10.3.9.1 For the first two (2) years, professional development Funds which such an Employee would otherwise be entitled to on April 1 of each year shall accrue but be held in reserve.
- 10.3.9.2 In the event such an Employee returns to active employment within five (5) years, the funds held in reserve shall be transferred to the program group and may be accessed by:
- 10.3.9.2.1 the Employee, if the Employee has chosen not to pool their professional development funds, or
- 10.3.9.2.2 the Employee and other members of the program group if the Employee has chosen to pool their professional development funds.
- 10.3.9.3 Such Employees who do not return to active employment at the Institute within five (5) years shall have no rights to the funds held in reserve, nor shall their program group.
- 10.3.10 Employees not eligible to receive individual professional development funds may apply to their programs for a grant from the pooled funds for the purpose of defraying the cost of professional development activities. The program group **may** authorize such disbursements, **provided** there are sufficient funds and the proposed professional development is consistent with the purposes of the fund.
- 10.3.11 Employees or program groups may choose to share funds with Employees in other program groups, with the approval of the program groups.
- 10.3.12 Any professional development funds allocated to the program group which remain unspent at year-end will carry over in a program group account for the use of that program group during succeeding years.

10.4 Professional Development Leave Fund - Indexing Formula

10.4.1 The annual contribution to the Professional Development Leave Fund will be calculated as follows:

Faculty Step 12 annual salary in effect on April 1 times an index factor of 22.

10.4.2 The Institute's annual contribution to the Professional Development Leave Fund shall occur on April 1 of each year.

10.4.3 The amount determined in Article 10.4.2 will be allocated on a pro-rata basis between the Other Staff SuperCommittee and Teaching Faculty Committees as set out in Article 10.5, based on the number of eligible regular full-time equivalent employees in each group on April 1 of each year.

10.4.4 Any funds generated under Article 10.4 which remain unspent at the end of a fiscal year will be carried over for use in subsequent fiscal years.

10.5 Professional Development Leave

10.5.1 General Purpose

The general purpose of professional development Leave is to promote leadership in technological education through leaves intended:

10.5.1.1 to maintain currency, flexibility and professional competence of Employees, and

10.5.1.2 to augment the professional development of the individual Employee.

10.5.2 Committees

10.5.2.1 A Professional Development Leave Committee shall be established for teaching Faculty in the programmes in each of the following general areas: business; engineering, electronics, and computing studies; health; and academic studies. Each Committee shall consist of three (3) excluded Management personnel and three (3) representatives appointed by the Union. The Employer shall appoint a Dean or Associate Dean from each general area as non-voting chair.

10.5.2.2 For all Other Staff (Specialized Faculty, Assistant Instructors and Technical Staff), the Institute shall establish an "Other Staff SuperCommittee" which shall be composed of one representative from each School or Division appointed by the Union and an equal number of excluded Management representatives. A Vice-president or equivalent shall act as non-voting Chair.

10.5.2.3 The Committees shall establish multiple application dates, to a maximum of three (3) dates per year.

10.5.2.4 The Committees shall make decisions by majority vote of individual members.

10.5.2.5 The Committees shall act in a manner which is fair, reasonable, and consistent with the Collective Agreement.

10.5.2.6 Deadlocks in the Committees shall be referred to the Parties for resolution,

as shall questions of interpretation or application of the Collective Agreement. An applicant may appeal, on the basis of Article 10.5.2.5 above, to the Labour/Management Committee. Deadlocks between the Parties are subject to the grievance procedures.

10.5.2.7 The Committees shall prepare an annual report to the Employer and the Union on the expenditure of funds under their control.

10.5.3 Eligibility, General Criteria and Requirements

10.5.3.1 All Regular Employees with a minimum of one (1) year of full time service with the Employer shall be eligible to apply for leave of up to one (1) year which may be renewed or extended.

10.5.3.2 Leave applications, which in the opinion of the Committee benefit the applicant and the Institute, will be considered for approval by the Committee, subject to the availability of funds and criteria established by the Committee. Funding approval may include tuition, conference fees and/or expenses related to the same professional development activity.

10.5.3.3 All leaves that are approved will be granted with out loss of pay or benefits to a maximum of nine (9) academic months. Backfill costs will be paid out of the Fund.

10.5.3.4 The leave may be taken in a single block of time or may be taken in weeks, days, or hours at a time, spread over a maximum of a 12 month period.

10.5.3.5 Regular Employees who wish to take leave under this provision must initially apply to their Department for this leave. Departmental approval may be withheld on the basis of the inability to find a suitable replacement.

10.5.3.6 The application must include a statement of the applicant's intention to continue employment at the Institute at the expiry of the leave. In accepting a paid leave, the Employee shall be deemed to accept the obligation to undertake a subsequent period of employment equal in time to the period of paid leave.

10.5.3.7 The application must include a statement of the proposed courses, study or work experience, and of the applicant's perception of the relevance of the planned activity to the applicant's current or possible future role in the Institute, or to the Institute's concerns.

10.5.3.8 The applicant shall include, where relevant, adequate documentary evidence of acceptance into the proposed program of studies or work experience situation. The Professional Development Leave Committee shall waive this requirement if time constraints require. However, the Employee on leave shall supply such documentation to the Committee as soon as available.

10.5.3.9 Any applicant shall, upon request, be permitted, or may be required, to appear in person when the Committee is considering the applicant's case.

10.5.3.10 An Employee who becomes ill while on paid leave shall inform the Employer if, and as soon as, the Employee becomes aware that the illness is likely to affect the carrying out of the planned activity. An Employee on professional development leave shall be entitled to sick leave at 100% of

the Employee's regular remuneration, subject to the provisions of Articles 9.3.

10.5.3.11 An Employee on professional development leave shall bear the responsibility of notifying their Committee of any significant changes in their leave activity so that the Committee has sufficient time to review the revised proposal for the leave in accordance with Article 10.5. The Committee shall either approve the revised leave or withdraw approval. Approval of a revised leave shall not be unreasonably withheld.

10.5.3.12 Within one (1) month, exclusive of vacation time, after expiry of the professional development leave, an Employee shall present a written report of relevant activities during the leave to the Employee's Department and the Committee and shall report to the Committee income stemming directly from approved leave activity.

10.5.4 Assessment Criteria

10.5.4.1 Each Committee shall create and maintain, in a public forum, the guidelines and criteria that it shall use in evaluating professional development leave proposals.

10.5.4.1.1 Guidelines must ensure that at least one-third (1/3) of the Committee's funds, including surpluses, are used for proposals whose value exceeds the value of four (4) months leave.

10.5.4.2 If there are insufficient funds to enable all qualifying leaves to be granted, the following weighting factors shall be applied:

10.5.4.2.1 Weight and significance of the proposed activity in terms of the standards of the field in which it is planned; the more weight or significance, the higher the priority.

10.5.4.2.2 Clarity of the planned program; the greater the clarity, the higher the priority.

10.5.4.2.3 Total length of previous paid leaves; the shorter the leave, the higher the priority.

10.5.4.2.4 Length of employment since a previous paid leave; the greater the length of intervening employment, the higher the priority.

10.5.4.2.5 Equalization of leave opportunity among individual Employees in different Departments; priority shall be given to leaves which tend to equalize opportunity.

10.5.4.2.6 The rarity of occurrence of the planned activity; e.g. a once-in-ten-years conference as compared to courses offered every year; the rarer the occurrence, the higher the priority.

10.5.4.2.7 Seniority, if all other relevant factors are equal; the greater the seniority, the higher the priority.

- 10.5.4.2.8 Other factors above being equal, leaves involving work experience may be given priority over leaves involving solely study, research, or course activity.

10.6 Development Leave, Short-Term - Technical Staff, **Specialized Faculty**, and Assistant Instructors

10.6.1 In addition to entitlement to all other leaves available to an Employee under this Agreement, a Technical Staff, **Specialized Faculty**, or Assistant Instructor shall be entitled to a total of six (6) weeks leave per year at the Employee's regular rate of pay for the purpose of attending conferences or courses (**in person or online**) or visiting in industry or other educational institutions. When Article 10.6 leave is requested by an eligible Employee, it shall be immediately reviewed for consistency with Article 10.6 and scheduled in accordance by the Department provided that the Department is able to meet its operational objectives if the leave is taken. The leave may be taken in weeks, days, or hours at a time.

An Employee's regular rate of pay shall be reduced by the amount of other income earned by the Employee from activities scheduled directly pursuant to the leave under this Article. Earnings from intellectual property shall be exempted from this provision.

10.6.2 No more than four (4) weeks will be taken between September 1 and May 31.

10.6.3 Additional Leave may be taken without pay in days at a time or weeks at a time, and may be cumulative to 12 weeks.

10.6.4 Disputes regarding short-term development leave will be resolved through the process set out in Article 8.9.

10.7 Professional Development Leave Without Pay

10.7.1 After three (3) years of employment at the Institute, an Employee may apply to the Employee's Department, for up to one (1) year's leave without pay for the purpose of gaining experience in the Business, Engineering, Health, Academic, or Educational communities. The leave may be renewed annually for up to three (3) years. The granting of such leave shall be limited only by the availability of a suitable replacement for the Employee. The applicant under this clause shall consult with the Manager.

10.7.2 Employees who have made application for professional development leave which has not been granted under Article 10.7.1 above may appeal to the appropriate Professional Development Leave Committee.

10.7.3 Any leaves granted under Articles 10.7.1 and 10.7.2 above shall be granted or rejected in writing, with a copy to the Union.

10.7.4 An Employee being granted a leave under this provision may be granted a leave under Article 9.7 that runs consecutively with such a leave provided that the total length of combined leaves does not exceed three (3) years.

10.7.5 Partial leaves are permitted under this provision. The total length of a single absence due to leave under Articles 9.7 and 10.7, cannot exceed three (3) years regardless of the percentage of leave granted.

10.7.6 Leave entitlements will be administered on a full-time equivalency basis. An Employee taking a partial leave under this provision will have their leave entitlement exhausted on a pro-rata basis.

10.7.7 After a period of absence including general purpose leave without pay, an Employee must return to active employment for a minimum period equal to the length of the leave taken under this Article before accessing any further leave under this Article or Article 9.7. In the case of a partial leave, the required period of active employment shall be measured pro-rata. For the purposes of this provision, vacation used as a portion of active employment shall account for no more than that vacation which would have been accrued during the leave period, measured pro-rata.

10.7.8 The Employer shall pay all benefit premiums while an Employee is on leave pursuant to this Article. Where an Employee's leave period exceeds 12 consecutive months without a return to assigned duties for a minimum of two (2) months, benefit premiums shall not be paid by the Employer unless the subsequent period of leave is for purposes of pursuing a credential.

10.8 Exchange Leave/Secondment

10.8.1 An Employee may apply to the Employee's Department for an exchange leave subject to the following provisions:

10.8.1.1 An exchange leave or secondment shall be for the purpose of enabling an Employee to teach or to provide technical services at another institution or in industry either in Canada or elsewhere. During a secondment, the institution or industrial organization at which the Employee is appointed shall be expected to reimburse the Institute for the Employee's full remuneration. For an exchange leave, the Institution shall reimburse one of its own Employees who have agreed to exchange duties with the Employee on leave. The employee from the outside institution or industry shall be considered a Temporary Employee, with terms of reference to be by mutual agreement in each specific case. In any case the qualifications and experience of the incoming exchange employee shall be acceptable to the Departmental Selection Committee.

10.8.1.2 An Employee on exchange leave/secondment shall be reimbursed by the Institute at the Employee's regular rate of remuneration.

10.8.1.3 An exchange or secondment may be granted or renewed for a period of up to three (3) years.

10.9 Employer-Requested Upgrading Leave

When an Employee is requested by the Employer to take an upgrading course, the full cost of the course, including travel expenses, shall be borne by the Employer, and the Employee shall suffer no monetary or other loss, and shall continue to accrue service credit for all purposes during such period.

10.10 Employee Registration in Institute Courses

Regular Employees will be able to take any Part-Time Studies/Continuing Education courses offered by the Institute without paying the tuition fee provided that:

10.10.1 the Employee satisfies the normal course prerequisites; and

10.10.2 no fee paying student is displaced; and

- 10.10.3 Distance Education or Clinical courses are not covered by this provision. However Employees may access these by utilizing professional development funds to pay for course fees, etc.
- 10.10.4 Employees who are not paying tuition, do not count towards the minimum number of students required to ensure that a particular course runs.

(This clause represents existing Institute policy)

10.11 Professional Development Fund for Part-Time Studies Instructors/Lecturers, Lab Assistants/Demonstrators, Curriculum Writers and Administration

10.11.1 The general purpose of the Professional Development Fund for Part-Time Studies Instructors/Lecturers, Lab Assistants/Demonstrators, Curriculum Writers and Administration (the "PTS Professional Development Fund") is to promote leadership in technological education to maintain currency, flexibility and professional competence of Part-Time Studies Faculty and to augment the professional development of the individual Part-Time Studies Faculty.

10.11.2 In support of professional development, the Institute will make **an allocation of \$210,000** to the Fund **on April 1 of each fiscal year.**

10.11.3 A qualifying Part-Time Studies Faculty shall be entitled to professional development funds for the purposes of supporting individual or group professional development as determined by criteria set by the Part-Time Studies Professional Development Committee.

10.11.4 To be eligible to apply for the professional development fund the Part-Time Studies Faculty must accrue 150 Part-Time Studies contract hours in the previous calendar year. For the purposes of this provision, calendar year shall mean the period June 1 to May 31. Part-Time Studies Faculty that have access to Article 10.3 are not entitled to access this fund. Access will cease when a Part-Time Studies Faculty has no Part-Time Studies contract hours credited for five (5) consecutive months.

10.11.5 Overall management and direction for these funds will be provided by the Part-Time Studies Professional Development Committee composed of two representatives appointed by the Union, and two representatives appointed by management.

10.11.5.1 The Committee shall make decisions by majority vote of individual members.

10.11.5.2 The Committee shall act in a manner which is fair, reasonable, and consistent with the Collective Agreement.

10.11.5.3 Deadlocks in the Committee shall be referred to the Parties for resolution, as shall questions of interpretation or application of the Collective Agreement. An applicant may appeal to the Labour/Management Committee. Deadlocks between the Parties are subject to the grievance procedures.

10.11.6 The Committees may establish multiple application dates, to a maximum of three (3) dates per year.

10.11.7 The Committee shall prepare an annual report to the Employer and the Union on expenditures of the funds under their control.

10.11.8 Any funds generated under Article 10.11 which remain unspent at the end of a fiscal year will be carried over for use in subsequent fiscal years.