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## Excluded Professional Staff Professional Development (EPSPD) Fund Guidelines

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### Department Policy Number

110 002

### Effective Date

January 1, 2004

### Purpose

These guidelines set out the activities supported under the Excluded Professional Staff Professional Development (EPSPD) Fund, and the roles of Human Resources and the EPSPD Committee in administering the Fund.

### Definitions

**Excluded professional staff (EPS)** staff members who are in a position classified as a professional A, B, C, or D and who are not covered by collective agreements. Term professional appointees with excluded contracts extending over one year will normally be eligible to receive funding.

### Policy

Athabasca University recognizes that leadership is fostered through learning. Excluded professional staff members are encouraged to acquire and share knowledge necessary for the achievement of University objectives through participation in professional development activities. The EPSPD Fund is available to assist EPS members by reimbursing approved costs related to professional development activities.

### Regulations

Permitted professional development activities include, but are not limited to, attending to present papers or to be discussants at professional societies' meetings and colloquia, participation in professional development workshops and seminars, pursuit of graduate studies, and other forms of professional development. It will be the applicant's responsibility to identify the benefits to be derived from the activity and the level of involvement of the staff member in the activity.



The EPSPD Committee comprises two excluded professionals and the Coordinator, Staff Development and Learning. The EPSPD committee receives and approves applications for funding and monitors EPSPD Fund disbursements and balances.

Eligible expenses include travel, accommodation, per diem costs, tuition fees, research expenses, and conference fees. The AU travel policy applies. Expenses that will not be covered by the Fund include payment of an individual's salary to attend or participate in a PD activity, entertainment, liquor charges, etc.

## **Procedure**

A fund is set aside annually at April 1 to assist excluded professional staff members in pursuing their learning plan objectives and activities. This amount is reviewed and is subject to change in budget deliberations each year. Funding normally will be awarded on a first-come, first-served basis, up to \$1,000 per activity. Unspent fund balances will normally carry over at year-end.

The annual budget is normally divided equally into four quarters as follows:

1. April 1st to June 30th
2. July 1st to September 30th
3. October 1st to December 31st
4. January 1st to March 31st.

Requests for EPSPD funding must be submitted on the form entitled "EPSPD Application" and forwarded, together with supporting documentation, to the Administrative Assistant, Staff Relations & Development in Human Resources. Application forms are available on the AU web site at <http://intra.athabascau.ca/forms> or from Human Resources. Applications will be gathered by quarter and submitted to the EPSPD Committee for approval.

All applications to the EPSPD Fund should be complete and contain the following information as appropriate:

1. detailed travel costs,
2. detailed accommodation and per diem costs,
3. detailed registration and/or tuition costs,
4. a copy of the abstract of the paper, or the paper to be presented,
5. a copy of the conference program,
6. for training activities, a copy of the course outline and complete registration information,
7. appropriate signature authorizing leave, and
8. information on other sources of funding.

Expense claims should be submitted within 30 days after the activity, except for activities in the fourth quarter, in which case expense claims must be submitted by the end of the first week in April.



**Approved By**

President, February 12, 2004

**Amended Date/Motion No.**

**Related References, Policies and Procedures**

Professional Staff Professional Development (PSPD) Fund Guidelines

[Support Staff Training and Development Policy \(SSPD\)](#)

[Academic Professional Development Fund \(APDF\) Guidelines](#)

**Applicable Legislation/Regulation**

**Responsible Position/Department**

Coordinator, Staff Development and Learning, Human Resources

**Keywords**

Excluded Professional Staff Professional Development EPSPD

[Excluded Professional Staff, Professional Development Fund \(EPSPD\) Application Form](#) (pdf)