

CHAPTER 8 - TRAINING AND PROFESSIONAL DEVELOPMENT

Article 8-1.00 - General Provisions

8-1.01

In order to meet its needs and to develop the particular abilities of the employees, the College shall provide all employees with tangible opportunities for training and professional development through activities, studies, training or work which may be useful in the performance of their duties or in their career path at the College.

In this regard, the College shall give the employees the opportunity to benefit from the training and professional development policy provided in this chapter.

8-1.02

The College shall respect the engagements undertaken prior to the date of coming into force of the collective agreement with regard to the employee in its service and shall allow him to finish the training and professional development activities already begun.

8-1.03

The sums involved in commitments referred to in clause 8-1.02 shall be taken directly out of the amount which the College may set aside for the carrying out of its training and professional development policy.

8-1.04

The employee who, as authorized by the College, pursues training and professional development activities during his regular work schedule shall receive the salary which he would receive if he were at work. The regular work schedule of this employee shall not be altered by this fact unless the employee and the College so agree.

Article 8-2.00 - Local Training and Professional Development

8-2.01

The parties shall recognize the importance of ensuring the training and professional development of the employees and the parties shall agree to cooperate in this respect with the local Training and Professional Development Committee.

8-2.02

Professional development activities include any activity which allows the employee to acquire appropriate techniques and skills in order to better perform his duties or to facilitate access to other jobs at the College.

8-2.03

Training activities include any activity (full-time or part-time) which leads to the obtaining of a diploma.

8-2.04

The courses offered by the College, with the exception of popular education courses, shall be available free of charge to employees as long as they provide an opportunity for training and professional development or improvement of educational qualifications. It is recognized that applications from the general public for admission to courses have priority and that the College is not hereby obliged to organize courses or to hire additional teaching personnel.

8-2.05

The College shall be obliged to consult the local Training and Professional Development Committee before establishing a training and professional development policy applicable to its employees.

8-2.06

Within the thirty (30) days following the date of coming into force of the agreement, and at the request of either party, the College and the Union shall form a local Training and Professional Development Committee.

It shall be a parity committee composed of two (2) representatives from the College and two (2) representatives from the Union.

This Committee shall:

- a) forward to the College any recommendations concerning the local training and professional development policy;
- b) receive applications from the employees for training and professional development, analyze them, discuss them and make decisions in accordance with the local training and professional development policy;
- c) study the employee's training and professional development needs;
- d) take the necessary steps in order that the employees may benefit from all the facilities for training and professional development that are available to them.
- e) recommend to the College the establishment of collective professional development activities for a group of employees or all of the support personnel.
- f) recommend the apportionment of the amounts provided for in article 8-3.00;
- g) prepare an annual report on the activities and expenditures.

8-2.07

The Committee shall establish its own rules concerning procedure and operation.

Article 8-3.00 - Amount Allocated for Training and Professional Development

8-3.01

For each contractual year, the College shall put aside the sum of one hundred dollars (\$100) per regular employee for the purpose of implementing the local training and professional development policy. Moreover, an additional sum of one hundred dollars (\$100) shall be allocated for each full-time equivalent (FTE) for the occasional hours worked during the previous contractual year.

8-3.02

For the purposes of this article, the following colleges:

- Cégep de Sainte-Foy for support and special education staff;
- Cégep de Sainte-Foy for interpretation staff;
- Cégep de Victoriaville for the staff of the École nationale du meuble et de l'ébénisterie in Montréal;
- Cégep du Vieux Montréal for interpretation staff;
- Champlain Regional College for the staff of the Lennoxville campus,

shall benefit from the higher of the following amounts per contractual year:

- the amount established in accordance with clause 8-3.01,
or
- the amount of six hundred and seventy dollars (\$670).

8-3.03

The balance of the amount provided for in clauses 8-3.01 and 8-3.02 shall be carried over to the subsequent contractual year should the total amount not have been spent or committed during such contractual year.

Article 8-4.00 - Skills Development

8-4.01

This article shall become effective on July 1, 2011.

8-4.02

When the College anticipates a need for short or mid-term relief for one or more classes of employment, it advises all employees by means of a posted notice.

The notice shall specify the targeted employment class or classes, the required qualifications, as well as the needed skills for each employment class identified.

8-4.03

Following this notice, every regular employee benefiting from job security who is interested in developing his skills for the targeted employment class or classes in the notice shall advise the College in writing by submitting a skills development application.

8-4.04

Likewise, every regular employee benefiting from job security can, on a personal basis, submit to the College a skills development application by indicating his targeted employment class or classes.

8-4.05

Following a skills development application, the College and the employee shall agree to an individual training and professional development plan.

8-4.06

Each individual training and professional development plan agreed upon between the employee and the College shall be forwarded to the local Training and Professional Development Committee, as provided for in clause 8-2.06.

8-4.07

As much as possible, the training and professional development activities pursued by the employee with regard to this article shall be carried out during his normal work schedule.

8-4.08

Per contractual year, the employee who follows a training and professional development program ensuing from the application of this article shall benefit from a maximum of forty-five (45) hours of leave with pay in order to participate in such training activities.

For any additional training hours within the same contractual year, the employee and the College shall agree to a new arrangement of the work schedule. This new arrangement becomes the normal work schedule of the employee, and this, for the duration of the training.

8-4.09

The College shall reserve the right to limit the number of employees from the same sector or the same department who may be released to participate in a training or professional development activity carried out at the same time.

8-4.10

As of July 1, 2011, the College shall dedicate, per contractual year, the amount provided for in Appendix "23" in order to meet the needs of this article.

The balance of the contractual year shall be transferred to the subsequent contractual year, and may be used to finance the training and professional development activities ensuing from the training and professional development plans agreed upon with regards to this article.

8-4.11

This amount shall be used to cover the costs usually payable related to, among others:

- the skills evaluation and the prior academic and experiential learning of the employee;
- the expenses and fees for the professional services made available to the employee with regard to this evaluation and the development of his individual training plan.

8-4.12

According to the funds available, the College may limit the number of employees allowed to participate.

8-4.13

Where applicable, the tuition fees or other training fees normally eligible according to the local training and professional development policy may still be reimbursed within the sums allocated in article 8-3.00.

8-4.14

With the exception of clause 8-4.10, the parties may agree by local agreement to modify the provisions of this article.