



ADDITIONAL FUNDING FOR SKILLS DEVELOPMENT – SUPPORT STAFF

As of July 2011, the College receives additional funding for the skills development for Support Staff members with employment security. Skills development refers to attending training sessions in order to be eligible for future employment opportunities within ones' employment class in the College.

The employee can apply for a leave of absence with pay to a maximum of 45 hours per contractual year for these training sessions.

Support Staff members who are interested in applying for positions of a higher classification in the near future can benefit from this skills development funding.

To apply for funding and a leave of absence for Skills Development, complete the application forms found on the Human Resources website and forward them to the Human Resources Department in Room 4B-7.

Following the receipt of a written request, the College and the employee shall agree to an individual training and professional development plan.

This request will then be forwarded to the Professional Development Committee for their attention.

(When possible, the application should be sent to Human Resources a month prior to the start of the training session in order to allow for the processing and approval of the request.)

Article 8-4.00 Skills Development has been reproduced below for reference purposes.

Extract from the FPSES-CSQ Collective Agreement 2010-2015

Article 8-4.00 - Skills Development

8-4.01

This article shall become effective on July 1, 2011.

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.

8-4.02

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.

8-4.05

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.