**Under the Auspices of the Professional Development Committee – *The Professional Development (PD) Decision-Making Policies and Guidelines* - Effective: May 2017. Currently, under review by Human Capital Sub-Committee 2019.**

The following statements constitute the decision-making policy and guidelines used by the Professional Development Committee, for adjudicating Professional Development (PD) applications.

**Criteria**

* The PD Activity must be stated on the employee’s annual performance appraisal goal sheet.
* The Activity must be wholly related the employee’s current, substantive role and responsibilities.
* The Activity cannot be a part of, or component of any Degree-seeking goal.
* This statement **does not** include employees seeking professional certificates; certifications or qualifications.

**Number of Applications**

* Employees can submit one (1) PD request in a fiscal year.
* The fees associated with the request must not exceed $3000.00.

**Funding Coverage**

The funds may cover the following:

1. Travel
2. Lodging
3. Tuition and/or
4. Registration

**Employee Eligibility**

The following employees are eligible to apply for PD:

* All fulltime employees.
* All permanent, part-time employees.

**Note:** Unfortunately, employees who are on work-permits are not eligible for PD Funding. However, any receipt of applications via the PD Committee will be sent to the employee’s Department/Division Head or the Executive Line Officer, for consideration.

**Department Attendance**

* A maximum of two (2) employees from a Department/Division can attend an overseas PD Conference or Workshop Activity.
* All other discretionary decisions must be made by the Department/Division Head.

**PD Locations**

The PD Committee will fund applications for activities in the following locations outside of Bermuda:

1. The United States
2. The United Kingdom
3. Canada
4. The Caribbean

**Note:** Locations outside of these jurisdictions will be considered on a case-by-case basis.

**Timeliness**

In order to achieve smooth processing of financial matters and registration, the committee requires all applicants to submit their PD Applications at least six (6) weeks in advance of the start date of the PD activity.

In cases where six (6) weeks’ notice is not possible, the committee will first determine if any financial implications or penalties exist – before considering the PD activity. Where such implications or penalties exist, the committee will determine how, or if it is best to proceed.

**Professional Organization Memberships**

Employees who hold membership with professional organizations and wish to attend their annual membership conferences, may submit an application to the PD Committee for possible funding. The committee will consider the application based on the customary criteria and whether the membership is 100% job-related and listed on the annual Performance Appraisal, or whether the membership serves a purpose for the wider-college. Where the latter applies, the applicant will be considered for funding to attend every other year.

Associated costs of attending these conferences will be handled in the customary manner.

**Appeals Process for Unsuccessful, Professional Development Applications**

* Appeals must be submitted in writing to the Chair of the PD Committee, and copied to the respective Executive Line Officer.
* The PD Chair will facilitate the appeals process to include the PD Committee and the relevant Executive Line Officer.
* The final decision will be communicated to the employee, in writing, by the PD Chair, and copied to the relevant Executive Line Officer.

**Extended Professional Development Leave**

* There are two (2) periods for extended leave: **Short Term-Leave** up to four (4) months and **Long Term Leave** up to one-year - (either calendar or academic year).
* Employees must have been employed by the College for three (3) years.
* Employees may receive up to 75% of their normal salary for the period of the leave, including benefits. Where employees do not require salary support, fees related to the extended leave Activity will be considered.
* Applications, including supporting documents for Extended Leave, must be submitted no less than 12 months in advance of the planned Activity.
* Employees who receive Extended Leave are required to return to Bermuda College employment for a minimum of one year after the leave is completed.
* The PD Committee Committee’s role after receiving Extended Leave applications is to make a **recommendation only**, in support or denial of the Leave. Where the Committee supports the Leave, the application is forwarded to the Vice President of Finance and Operations, and in conjunction with the Senior Leadership Team, they will approve or deny the application.

**Policies and Guidelines – Updated 26th May 2017 – Under Review by Human Capital Sub-committee 2019.**