

**Employees' Association Staff**

July 2024  
**Supersedes:** June 2021  
**Last Editorial Change:**  
**Mandated Review:** July 2031

**Associated Procedures:**

### **Scope**

- 3.00 This policy applies to PEA staff members holding a regular appointment and PEA staff members who have completed 1 continuous year of service, within the academic year, of a term appointment.

### **Policy**

- 4.00 The university recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the university has established a funded program to support individual professional development for the Professional Employees' Association (PEA) employee group.
- 5.00 Effective July 1<sup>st</sup> of each year, full-time continuing PEA employees will receive a \$250 entitlement in a Professional Development Expense Account (PDEA) for this purpose. Employees appointed to a term position for longer than 1 year are eligible to receive the allowance after their first year of service.
- 6.00 Eligible PEA staff members who qualify for a PDEA may also apply to the Central Fund for professional development expense assistance. Employees must pass probation before applying.
- 7.00 The university will temporarily suspend annual contributions to professional developm4 ( .6 ( c)-2J0.023 T  
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their Human Resources Consultant before giving final approval to ensure that practices are consistent where appropriate.

**Authorities and Officers**

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Finance and Operations
- (iii) Procedural Authority: Vice-President Finance and Operations
- (iv) Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

**RELATED POLICIES AND DOCUMENTS**

[Records Management Policy \(IM7700\)](#)

[Information Security Policy \(IM7800\)](#)

[Travel and Business Expenses \(FM5610\)](#)

[Professional Development website for PEA Staff](#)



Transactions for purchases using professional development funds made prior to retirement

**Procedures for Claiming Central Professional Development Fund Expenses –  
Professional Employees' Association Staff**

**Procedural Authority:** Vice-President Finance and  
Operations

**Procedural Officer:** Associate Vice President, Human  
Resources and Executive Director, Financial Services

**Effective Date:** July 2024

**Supersedes:** 2015

**Last Editorial Change:**

**Parent Policy:** [Professional Development Expenses and Leave: Professional Employees' Association Staff \(HR6420\)](#)

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**Purpose**

- 1.00 The purpose of this document is to set out procedures for administering the Central Professional Development Fund (the Central Fund) and procedures to be followed when eligible PEA staff members are requesting approval for prr

**Criteria and Procedures for Distribution of Funding**

- 5.00 An application for funding from the Central Fund may not be less than \$250 and may not normally exceed \$2000. In exceptional circumstances, the Joint Committee may approve applications up to a maximum of \$3000. The Central Fund can typically reimburse up to \$2000 for Eligible Expenses incurred for UVic activities (UVic coursework, UVic conference),