

JOINT COMMUNICATION
Multi-Employer/UNA Collective Agreement

Professional Development Days

September 2015

Professional Development (PD) days are an opportunity for the Employee to participate in professional development opportunities of interest that are not required by the Employer, including voluntary in-services on unscheduled days. PD days are not considered work scheduled or required by the Employer.

Approval Criteria

- The Collective Agreement says “Upon request, each Employee shall be granted at least three (3) professional development days annually”. These days are not automatically granted.
- Employees must request approval from their manager for PD days with as much notice as possible.
- The PD days must be demonstrably related to professional development, but need not be related to the Employees current position. Managers may make enquiries to ensure the day(s) are being used appropriately, including making a request to view the course curriculum or pamphlet. Employees are encouraged to share their learning with their colleagues.
- PD days are not only for formal courses. PD days can also be requested for studying or research on their own or at a library.

Payment

- PD days do not attract overtime, shift differentials or weekend premiums.
- Employees who work the standard workday are paid their basic rate of pay exclusive of premiums, for 7.75 hours for a PD day. This is the case if it is a regular workday, a “blank” day, or a Designated Day of Rest.
- Employees who work the extended workday are paid their basic rate of pay exclusive of premiums for 11.08 hours (or other appropriate length) for a PD day if the day is a regular workday, and for 7.75 hours on a “blank” day or Designated Day of Rest.
- Should the activities of the day(s) go beyond the regular work day, there is no additional pay. Should the activities take less time than the regular work day, no reduction in pay takes place, nor can the Employee be required to return to work.
- The Employer may, at its discretion, pay transportation, registration fees, subsistence or other expenses for a PD day activity, and shall advise an Employee in advance what will be paid.

If you have any questions, please contact your representative identified below:

For the Union:

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For the Employer:

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