

Administrative Procedure 415

PROFESSIONAL LEARNING OF EMPLOYEES

Background

The Division supports and encourages lifelong learning and professional growth and development of all employees. Professional learning is designed to develop and enhance the knowledge, skills and ability of the employee as they relate to the employee's individual job assignment and individual plan for continuous growth.

Procedures

1. The Superintendent, Human Resource Services shall establish procedures by which employees may apply for professional learning activities not provided by the Division. These procedures include consultation between the employee and immediate supervisor.
 - 1.1 Prior to booking or registering for any out-of-Division professional learning opportunities, the employee must first complete a travel request by going to <https://travel.ecsd.net>. Exceptions would be ERLC, High School Redesign, and workshops within the greater Edmonton area and Second Language Consortia.
 - 1.2 Requests for attendance at international professional learning events must first be approved by the employee's manager / principal / superintendent with final approval provided by the Chief Superintendent.
 - 1.3 As part of the request for out-of-Division professional learning, the employee must complete the estimate portion of the expense section by entering all of the estimates in <https://travel.ecsd.net>.
 - 1.4 After final approval of the request, the employee may then proceed with registering for the conference and booking the associated travel.
 - 1.5 Within two weeks of the ending of the professional learning opportunity, the employee must complete the expense portion of the Travel Request under "Actuals" in <https://travel.ecsd.net> and upload all associated receipts.
 - 1.6 All absences must be appropriately recorded in Absence Management.
 - 1.7 All forms and documents remain stored electronically at <https://travel.ecsd.net>.
 - 1.8 Approval for principals for out-of-Division professional development will be through the Deputy Superintendent, Leadership Support Services, and the Superintendent, Human Resource Services with final approval for international professional development provided by the Chief Superintendent.



2. The Division will have available to employees a range of in-service and workshop offerings, within budgetary limitations, that are accessible on an ongoing basis.
3. Professional learning activities are subject to annual budgeting decisions and are to be consistent with the needs of the school/site.

Adopted: April 3, 2000

Reviewed/Revised: June 28, 2013, June 30, 2017, August 28, 2017, December 11, 2018, February 5, 2021

Reference: Education Act, Sections 18, 51, 52, 53, 54, 55, 196, 197, 204, 222
Collective Agreements