

## **ARTICLE 4.6 PROFESSIONAL DEVELOPMENT EXPENDITURES**

1. The Board shall reimburse Members with full-time appointments for professional development expenses related to their duties and responsibilities made by the Member.

The reimbursement shall be based on the actual number of months the Member is employed by the School during the allowance period. Partial years shall be reimbursed on a pro-rated basis.

2. Each Faculty or Librarian member shall receive a maximum of \$2,200 in each academic year for reimbursement of professional development expenses. Such expenses include but are not limited to:

- a) Travel including transportation, food and accommodation (subject to NOSM travel policies) for the Member to attend relevant scholarly and professional conferences or seminars, or to visit other universities or research sites to conduct research and scholarly work which cannot be done at the Northern Ontario School of Medicine.

**Travel 63000 Seminar fees 66300**

- b) Registration fees for the member to attend scholarly and professional conferences.

**Registration fees 66300**

- c) Membership fees for professional and/or learned societies related to the Member's discipline.

**Membership fees 66306**

- d) Subscriptions to professional and/or learned journals.

**Subscription 61114**

- e) Books, materials, equipment, and services directly related to research and teaching/professional library work.

**Books & Periodicals 61114**

- f) Page and reprint charges or costs incurred in the preparation and completion of scholarly manuscripts.

**Printing costs 61000**

- g) Professional/academic development or upgrading.

**Professional Development 66300**

- h) Hiring part-time assistants in support of research and teaching, excluding marking.

**Support staff 50300**

3. Each Professional Staff Member shall receive a maximum of \$800.00 in each academic year for reimbursement of professional development expenses for activities and items of the Member's own choosing. Such expenses include but are not limited to:

- a) Membership fees for professional and/or learned societies related to the Member's discipline.

**Membership fees 66306**

- b) Books, subscriptions to professional and/or learned journals.

**Books & Periodicals 61114**

- c) Travel including transportation, food and accommodation (subject to NOSM travel policies) for the Professional Staff Member to attend relevant scholarly and professional conferences or seminars or to visit other universities.

**Travel 63000**

- d) Registration fees for the Professional Staff Member to attend scholarly and professional conferences.

**Registration fees 66300**

Professional Staff Member development monies paid under this Article shall be in addition to unit practices concerning professional development for professional staff engaged in unit initiated professional development.

4. Expenditures must be approved by the immediate supervisor and reimbursements will be made on verification of receipts. For expenses over \$200 advance approval is required. In the event that expenditures are incurred in relatively small amounts – less than 50% of the total or less than the remaining maximum allowable amount - reimbursements should be accumulated but receipts must be submitted not later than January 1 or July 1 following the date the expenditures have been made.
5. Full-time Members who are on Sabbatical Leave, Study Leave, or voluntary reduced workload are eligible for the professional development expenditures.
6. Any equipment purchased with funds provided under this Article remains the property of the School but a Member shall have the right if he/she so chooses to buy back such equipment at fair market value.
7. Any unused portion of the maximum allowed for professional development can be carried forward for one (1) year only. Such carry forward must be approved by the immediate supervisor; requests for carry over shall not be unreasonably denied.
8. In addition to the provision set out above, the Board shall provide \$17,000 per year, for a professional development fund, \$9,000 of which is available for Faculty and Librarians and \$8,000 available to Professional Staff. Members will apply for these funds in accordance with the processes to be determined by the Joint Consultative Committee (JCC) within one month of the ratification of this Agreement. Failing agreement by the JCC, the JCC shall receive and decide on fund applications, with Members initially submitting their applications to their immediate supervisors for forwarding on to the JCC. No Member shall be allocated more than a maximum of \$3,000 for any two consecutive year period. Any amount not allocated to the Bargaining Unit in any year shall be carried forward and added to the \$17,000 available for the Bargaining Unit in the succeeding year up to a maximum of \$25,500 available in a year.