



## Professional Development Awards Criteria - 2009 Service and Support Staff

### 1. AWARDS

- 1) The awards year is based on the calendar year with 85% of the funds being set aside for the January to June period and 15% for the July to December period.
- 2) Awards must be related to the applicant's job classification.
- 3) The maximum award in any one year is \$300.00 per person subject to the concept of "enhanced awards" as set out below.
- 4) Enhanced awards up to \$800.00 may be awarded to **two** workers in each of the three budget groups per year with preference being given to funding courses or classes. Applicants will require proof of successful course or class completion.
- 5) Recipients of enhanced awards would not be eligible for a regular award for the next year.
- 6) Recipients of out-of province in service, travel/conference and staff development awards are ineligible for an out-of-province award the following year.

### 2. APPLICATIONS

- 1) Application forms must be signed by the immediate supervisor before submission.
- 2) Applications, along with a copy of the professional development opportunity brochure should be submitted to Human Resource Services at least 3 weeks prior to the date of the activity.
- 3) **Applicants are to make payment directly to the sponsoring organization.**
- 4) Applicants may be fully or partially funded.
- 5) Applicants must complete and submit a Travel and Conference Reimbursement Form (AP3) along with original receipts to Administrative Services for reimbursement.

### 3. EXPENSES (TOTAL NOT TO EXCEED MAXIMUM AMOUNT OF AWARD)

- 1) Travel - \$0.25 cents per kilometer and/or economy air fare.
- 2) Meals - \$25.00 per day (outside Saskatoon).
- 3) Accommodations - actual cost
- 4) Registration - actual cost

### 4. BUDGET ALLOCATIONS

- 1) Established on a per capita basis between three groups: student services (60%), support services (20%), service employees (20%).
- 2) Allocations are based on the staff complement as of January 1, 2009.
- 3) 80% of budgets are allocated to individual awards, 20% to division awards.