

## Procedures for Exempt Employee Professional & Career Development

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Parent Policy link:

Procedure Reference: EXTPR\_PD\_2403R\_BG/PSV

Procedure Sponsor: Associate Vice President, People Services

Procedure Contact: Associate Director, Talent Management

Stakeholders: Exempt and Excluded Employees  
Administrators Association

Approved by: Executive Team

Effective Date: April 1, 2024

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### 1. Purpose

To establish the process for professional and career development support for exempt Employees.

### 2. Scope and Application

This procedure applies to all Employees and positions that are designated as exempt or excluded except for the President. This procedure applies to the following categories of exempt employees:

- 2.1 Senior Manager in salary grids 14 - 20.
- 2.2 Administrators in salary grids 7 - 13.
- 2.3 Excluded Support Employees in salary grids 1 - 6.

### 3. Employee Performance Partnership Plans and Review

Performance Partnership Plans (MyP3) for Employees shall be developed, and performance reviews shall be conducted, consistent with college procedures. Employee development plans and reviews shall be based on clearly defined objectives, that support the College's

- 4.2 The College will assist in the professional development of senior managers on continuing appointments or full-

- 5.4 Leaves are available to support both professional development and career development. Leaves should be recorded in the ELMS system request type "Professional Development"

