

**DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
PROFESSIONAL DEVELOPMENT INITIATIVE  
2009/10 GUIDELINES**

**Highlighted Updates**

**Purpose:**

PDI Funding is for skill and career enhancement and investing in the recruitment and retention of the Northern Workforce.

**Group Funding:**

Group funding options including donations were covered. Group Fund Application now required.

- Funds may be pooled or donated to fund a “group activity”.
- A department may use their allocation to fund one eligible department representative to participate in a professional activity on their behalf. Funds may not be transferred from one person to another.
- Group funding applications must be pre-approved.

**Deferrals:**

Relief workers and job share extended (13 weeks plus rotations) will be **unable** to defer their funds

**Resignations/Denials:**

An application may be put on hold until the applicants’ commitment to the authority has been determined.

**Paid Professional Development Days:**

Up to five (5) days of paid professional development days plus travel days each fiscal year (Based on staffing and operational requirements)

**PeopleSoft Entry:**

PeopleSoft coding PD1 to be used for PDI (Professional Development Days)

**PDI Funding Approval:**

The assigned PDI Administrator or Training Officer will have the final approval/denial of PDI funding.

**Out-Of-Province Travel:**

FAM requires CEO or Deputy Head approval for all Out-Of-Province Travel.

- A generic letter for blanket approval of PDI funded travel is now required.

**Reports:**

Quarterly and yearly usage reports are to be submitted to the Training Officers. Invoices are to be submitted directly to the Department.

**Travel Arrangements:**

Travel arrangements are the employee’s responsibility. The Authority may choose to provide assistance.

**Proof of Attendance:**

Proof of attendance or course completion is no longer required. Staff is encouraged to share learned information and skills within their department.

**Evaluation Forms:**

Forms must be submitted after each activity before the expense claim or reimbursement will be processed.

Continuous Service:

Indeterminate full-time, part-time, terms (ten months plus) and job share part-time employees: 6 months  
Job share employees: 9 month  
Relief workers: 12 months

Return of Service:

Employees are to provide return of service to the FUNDING authority.

Part-Time Employees:

Part-time employees receive pro-rated PDI. Example: A 0.5 part-time position receives 50% of the position allocation.

Relief Workers:

Funding will be calculated using all hours (straight-time) with the exception of overtime, call-back and shift differentials.

Funding Calculation using hours worked over 12 months:

- 40.0 hour work week: # hours worked over 12 months/2080 hours x Position Funding = PDI Entitlement  
(Example: 1200/2080 x \$2000 = \$1160)
- 37.5 hour work week: # hours worked over 12 months/1950 hours x Position Funding = PDI Entitlement.  
(Example: 1200/1950 x \$2000 = \$1240)

Eligible Activities:

Added instructor fees, associated costs, in-house training, group activities, language learning resources and classes (i.e. French)

Relief workers and job share extended (13 weeks plus) employees do not qualify for paid study time during regular working hours

Deadlines:

- December - Review of PDI Guidelines
- December 31 – Review of established position for budget
- February 01 – Training Officers forward proposed budget and positions list to DHSS and Authorities for consideration
- February 28 - Deadline for submission of all year-end applications and deferrals
- March 15 - Distribution of approved fiscal new-year budget, eligibility list and PDI Guidelines
- May 01 – Deadline for submission of year end fiscal PDI usage reports to Training Officers

PDI Administration:

The "assigned PDI Administrator" identifies the individual assigned to Chair the PDI Committee or responsible for the processing of the PDI applications in the separate authorities.

"Training Officer" refers to the two Training Officers that act as liaisons between Corporate HR and the authorities.

New PDI Eligible Positions:

The following departments have been identified as having positions that qualify for PDI funding:

Department of Health and Social Services (List available)

Corporate Human Resources (Nurse Mentors – note that funding is administered by the hosting health authorities)

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**PURPOSE**

The Professional Development Initiative (PDI) is intended to provide specific Health and Social Services front line professionals, clinical staff and managers with increased opportunities for professional development, education, and training for the purpose of skill and career enhancement. PDI is an investment for the purposes of encouraging and promoting recruitment and retention within the Northern workforce.

PDI is available to Health and Social Services professional staff for non-mandatory staff training and development activities. The monies are not intended to replace existing funds used for statutory and/or mandatory training. This assistance furthers the Department of Health and Social Services (DHSS) objective of partnering with employees and Authorities to strengthen the northern workforce.

**GENERAL GUIDELINES**

1. Financial assistance available for each community is listed in Appendix 1. The eligible amounts vary from community to community to ensure equitable access to the program.
2. Funds are to be used to support individual developmental activities or may be donated or pooled to fund a "group activity". Funds may not be donated from one person to another in order to supplement their individual funding.
3. Where an individual or group of individuals agree, their allocation, or portion thereof may be used for group professional development activities which at least one eligible recipient attends.
4. Group funding must be applied for in order to be accessed (see Appendix 5 – PDI Group Funding Application Form).
5. For travel outside of the territories, the Group Funded Activity must be strictly related to the identified learning and development needs of the department and unit.
6. Skills learned through PDI funded activities must be communicated with the department and unit staff. (For example: informal and formal learning sessions, staff meetings, medical rounds, etc.)
7. Educational activities and the purchase of resource materials must occur within the current fiscal year for which the PDI is being accessed.
8. Training and professional development requirements must be identified in the employee's annual performance review in order to be eligible under this initiative. If a learning opportunity becomes available after the review is completed, the opportunity can be approved only if it would have been included in the review or would be included in subsequent annual reviews.
9. Employees are encouraged to combine this professional development opportunity with their annual leave requests.
10. If the employer denies an application, due to a lack of backfill or operational requirements, the estimated cost of the denied activity (not exceeding available credit or maximum assistance available per fiscal year) may be deferred or carried over to the next fiscal year. Relief workers and job share extended employees are not eligible to defer funds due to the flexible nature of their rotations/scheduling.

11. Employees may not carry deferred funds from one health authority to another as the funding is attached to the position number and not the employee.
12. Employees participating in a development program, such as the Mentorship Program, may defer their PDI funds into the next fiscal year if activities are denied due to scheduling conflicts.
13. Every effort must be made to ensure employees are able to take advantage of the PDI program prior to the completion of the current fiscal year.
14. All requests for international travel must be approved by the Minister responsible for Health and Social Services.
15. The deadline for submitting PDI applications (supported and denied or deferred) to the assigned PDI Administrator for the closing fiscal year will be February 28 of each year to allow for year end requirements.
16. Casual and locum employees are ineligible to receive PDI funding.
17. Where a Director or delegate has concerns over an employee's commitment to the funding authority, the Director or delegate may postpone reviewing the application until the applicant's commitment to the funding authority has been clearly determined.
18. Up to five paid professional development days, plus travel time to and from the activity, may be accessed by an employee for PDI funded learning activities in each fiscal year. Approval will take into consideration operational requirements.
19. Professional development days taken through the PDI program will be coded as PD1 in attendance records.

## **PROGRAM ADMINISTRATION**

On behalf of the Department of Health and Social Services and, in partnership with the individual Health and Social Services (H&SS) Authorities and eligible employees, Employer of Choice, Corporate Human Resource Services, Department of Human Resources (DHR) will administer the PDI Program.

It is recommended that H&SS establish and operate PDI Committees composed of equal representation from front line union employees and management to annually review the PDI process and delivery.

A Training Officer from Employer of Choice, Corporate Human Resources, DHR can be available to provide program advice and guidance.

### Authority Responsibilities

1. H&SS Authority Directors or their delegate(s) will be responsible for supporting and denying applications (Appendix 3) based on established guidelines.
2. Where applicable, the assigned PDI Administrator (for example: PDI Committee Chair, Finance Officer, Human Resources Officer or CHRS Training Officer), will make the final approval for the release of PDI funds based on met criteria.
3. Each H&SS Authority's Finance Department will be responsible for processing individual PDI recipient payments based on approved applications after auditing and approval of expenditures by the assigned PDI Administrator.
4. Each H&SS Authority's Finance Department will invoice Corporate Human Resources on a quarterly basis for actual costs up to a maximum identified by DHR.

5. The assigned PDI Administrator will maintain a file of all processed application forms. Application forms may be subject to an individual or external audit.
6. Each fiscal year the H&SS Authority Chief Executive Officer will sign a letter providing blanket authorization for PDI eligible employees to travel out-of-province to participate in approved PDI funded activities. A copy of the letter will be kept by the assigned PDI Administrator and the Finance Officer. (Financial Administration Manual (FAM) Section 2001 Travel and Hospitality –Directive 4.17.1.) (see Appendix 6)
7. The assigned PDI Administrator will provide the designated Corporate Human Resources Training Officer with quarterly and year-end reports of PDI usage.
8. The H&SS Authority will recommend PDI program changes or improvements to the CHRS Training Officers who will summarize and submit to the Manager of Employer of Choice.
9. The H&SS Authority will ensure all eligible employees receive a minimum of one professional development opportunity per year.
10. The assigned PDI Administrator will be accountable to promote and enforce these guidelines.

#### Eligible Employees

1. Each participant must complete a PDI application form (Appendix 3) for each activity and return the supported or denied application to the assigned PDI Administrator prior to the occurrence of the professional development activity for final approval. .
2. Applicants book their own travel, coordinate payment of courses, conferences or learning materials and arrange attendance at courses. Travel advances may be issued to employees based on individual need. According to FMBS guidelines, employees must be clear of all outstanding advances before applying for additional advancements of funds. Each H&SS Authority may make alternate arrangements to assist the employee where appropriate.
3. Submit all original receipts for reimbursement where appropriate to the assigned PDI administrator within 10 working days following the completion of travel or purchase of items as per the Financial Administration Manual (FAM) Section 2001 Travel and Hospitality.
4. A PDI Evaluation Form must be completed and submitted each time an applicant completes a PDI funded activity and before any expenses will be processed and reimbursed (Appendix 4).

#### Training Officers, Corporate Human Resources (DHR)

1. Establish fiscal year eligibility lists and potential fiscal year budgets for consideration by DHSS and individual authorities as of February 1 of each year based on program guidelines and establishment lists from December 31.
2. Notify DHSS and individual H&SS Authorities of maximum budget, final eligibility lists and fiscal year guidelines and updates by March 15 for the upcoming fiscal year.
3. Provide the assigned PDI Administrators with the tools needed to promote the program to eligible employees within the Authorities.
4. Assist employees in identifying professional developmental opportunities, education and training.
5. Receive and review quarterly and year-end reports on PDI usage from assigned Authorities and recommend proactive measures to address non-usage of the program to support eligible employees in receiving a minimum of one opportunity per year.

6. Review the Authorities' year-end reports at the end of the fiscal year to ensure compliance of guidelines. Provide program report to the H&SS Deputy Minister at the end of the fiscal year.
7. Recommend changes or improvements to the PDI program to the Manager, Employer of Choice, DHR to forward to the Deputy Minister of Health and Social Services.
8. Be accountable to promote and enforce these guidelines.

#### Department of Health & Social Services

1. The Department of H&SS (Finance Division) will process invoices for reimbursement of PDI funds to the individual H&SS Authorities.

#### **ELIGIBILITY**

1. Funds are to be used to provide education, training and development opportunities to health and social services front line professionals and managers in established positions who:
  - a) are indeterminate (full-time, part-time, job share and relief) or term employees (where the term of employment is equal to or greater than 10 months) in an established position.
  - b) have continuous employment with a Northwest Territories Health and Social Services Authority immediately prior to applying in order to qualify:
    - i) Six months for indeterminate full-time, part-time, and term employees (10 months or more);
    - ii) Nine months for job share employees; and
    - iii) Twelve months for relief workers.
  - c) agree to the condition of continued northern service with the funding Authority for a period equivalent to the leave taken for professional development.
  - d) are not already sponsored under the Education Leave program or GNWT Student Financial Assistance Program.
  - e) are on active employee status during the learning opportunity. (Employees who are not earning leave credits are considered to be on non-active status. For example: leave without pay, deferred paid leave, maternity or paternity leave or extended sick leave).
  - f) Have not submitted a letter of resignation or verbally stated their clear intentions to resign.
2. Part-time and job share employees will receive a pro-rated amount based on the percentage of the position that they hold.
3. Relief workers are eligible to receive a pro-rated amount based on the total hours worked (excluding overtime, call-back and shift differentials) in their assigned position over a 12-month period.
4. The calculation below will be used to determinate the funding the relief workers are eligible to receive:
  - a) 40.0 hour work week: # hours worked over 12 months/2080 hours x Position Funding = PDI Entitlement  
(Example: 1200/2080 x \$2000 = \$1160)
  - b) 37.5 hour work week: # hours worked over 12 months/1950 hours x Position Funding = PDI Entitlement.  
(Example: 1200/1950 x \$2000 = \$1240)
5. Front line professionals and managers are defined as employees who require specific health or social services education, certification or licensing in order to be hired into a position that provides or directly supports the day to day provision of assessment and/or care to residents of the Northwest Territories.

6. Where an employee is in more than one eligible position, on an indeterminate or term (exceeding 10 months) basis, and assigned a separate position number for each the employee will be eligible for the PDI funding attached to both positions.
7. Employees on maternity/paternity leave or extended periods of leave without pay are not eligible for PDI while on leave. Upon return to employment in an eligible position, PDI eligibility immediately resumes based on continuous service requirements.
8. Upon receipt of an employee's official resignation or after verbally advising the Director or delegate of their clear intention to resign, that employee will no longer be able to utilize PDI funds.

## **ELIGIBLE ACTIVITIES**

PDI funds must be used to support activities that enhance the ability of the professional to be more effective in their occupation, and/or for activities that support career enhancement.

A wide range of activities is acceptable, including but not limited to:

1. conferences, workshops or courses and associated costs;
2. regional, territorial meetings, professional association courses or meetings;
3. campus based or distance education programs – part time or continuing studies, degree/diplomas or certificates;
4. tuition/registrations;
5. instructor fees and associated travel costs;
6. Learning resources (texts, books, CD ROMs, DVDs, Personal Digital Assistant (PDA), PDA programs, etc.);
7. in-house training and associated costs;
8. language learning resources or classes (Example: second language);
9. GED, ACCESS;
10. paid time for learning activities during regular scheduled work hours, excluding Relief Workers and Job Share Employees Extended (Seasonal);
11. backfill for Community Health Nurse positions of \$1,000 per established CHN position in situations where backfilling is critical to ongoing service delivery;
12. position funds can be donated or combined to fund group activities;
13. a department may group their position funds to support the costs of sending a department representative(s) to a learning activity where skills and knowledge gained can and will be shared amongst the department employees upon return (For example: skills training, updates and instructor training);
14. learning resources that are not considered capital assets (see Financial Administration Manual Section 2301) may be purchased for a group and/or group activity;

15. group funded in-house training (For example: workshops, conferences, and seminars) is encouraged in order to benefit the widest audience possible;

Education, training and development activities can occur within the community, in another NWT community, and/or outside the NWT. Expenses related to bringing resource people to NWT communities are eligible.

For current duty travel rates including per diems and mileage refer to: <http://www.hr.gov.nt.ca/library/dutytravel.htm>

## **INELIGIBLE ACTIVITIES**

1. Educational activities already covered by GNWT Student Financial Assistance or Department of Health and Social Services Education Leave program are not eligible.
2. Mandatory and Statutory training or licensing required by the incumbent in order to perform the duties of their position. (For Example: NWTRNA, Standard First Aid, Cardio Pulmonary Resuscitation (CPR), Basic Life Support (BLS), Basic Rescuer Certification, Child and Family Services Information System (CFIS) and Child and Family Services Statutory Training, etc.)
3. The purchase of capital/controllable (FAM 2301 – Directive 705) assets such as, computers, laptops, printers, etc. For more information on capital/controllable assets, please refer to (<http://www.fin.gov.nt.ca/FAMWeb/index.html>).
4. Internet and phone service.
5. Training of a personal nature unrelated to work and career enhancement.

## **INTERNATIONAL TRAVEL**

The Minister responsible for Health and Social Services must approve all requests for international travel.

When reviewing PDI applications which request approval for international travel, the Authority must ensure that the following conditions are met:

1. The development opportunity is clearly identified in the applicant's training and development sections of his/her performance development report or is an opportunity that has become available after the completion of the applicant's most recent performance development report, and which would have been identified on the performance development report or will be identified on their future performance development report.
2. The development opportunity, or similar opportunity, is not offered within Canada (preferably within the NWT). The applicant and the Health and Social Services Authority must make every reasonable effort to identify an organization/institution within Canada, which offer the same or similar programs to the one identified within the application and performance development report. The applicant and the Health and Social Services Authority must provide a written rationale for the identified course that clearly identifies why the course is unique, that it is not available in Canada and is the only program which meets the applicant's identified learning needs.

If these conditions are met, the Minister may approve the request for international travel. Otherwise, the application will be denied. The Minister reserves the right to deny International Travel under PDI if there is an insufficient effort to locate a related or similar course/opportunity in Canada.

## **ALLOCATION AND PAYMENT**

PDI Funds will be distributed to Authorities upon receipt of an official invoice outlining actual costs of PDI on a quarterly basis.

Funds will be allocated to each Authority to a maximum based on the number of eligible positions as of December 31<sup>st</sup> of the prior year (see Appendix 1).

## **PROGRAM ADVERTISING & PROMOTION**

H&SS Authorities' assigned PDI Administrators and the CHRS Training Officers will promote the PDI program and notify all eligible employees within the Authorities (Appendix 2).

H&SS Authorities' assigned PDI Administrators and the CHRS Training Officers will promote and enforce the PDI Program guidelines.

DHR will develop and distribute brochures and posters to Authorities for their use.

Professional H&SS Associations may notify members of the program.

UNW has agreed to notify their members.

## **QUARTERLY REPORTING REQUIREMENTS**

The individual H&SS Authorities will be required to submit invoices for reimbursement on a quarterly basis. Each quarterly invoice will need to include the following information:

- Number of eligible individuals supported during the specified quarter.
- Total dollars spent broken down by:
  - Tuition and/or registration costs (courses, conferences, etc.)
  - Travel costs (airfare, mileage, per diem, accommodation, child care)
  - Learning materials and resources
  - Paid time for learning activity/studying during scheduled work hours
  - Backfill for community health nurse positions

## **ANNUAL REPORTING REQUIREMENTS**

Corporate Human Resources will summarize information included within the individual Authority invoices and provide H&SS Senior Management with an annual report identifying the following separated by indeterminate and relief status:

- Total budget
- Number of eligible positions
- Actual expenses
- Number of approved activities
- Number of eligible individuals utilizing the program
- Number of deferred activities
- Number of deferred employees
- Cost of deferred activities (carry over dollars)
- Total costs (spent + deferred)
- Total surplus / deficit

## EVALUATION

Corporate Human Resources will evaluate the Professional Development Initiative results and guidelines yearly.

The Authority's assigned PDI Administrator may make recommendations for revision of program guidelines to the CHRS Training Officers.

The evaluation will be based on the survey of satisfaction and analysis of how the funds were used by the H&SS Authorities and by employees who participated.

Records of all other feedback about the program will also be collected and considered.

A summary will be distributed to all H&SS Authorities and DHSS Senior Management.

### Eligible Positions

Employees and Managers in the following professions are eligible for the PDI program. Incumbents in these positions require specific health or social services training in order to be hired into the position:

- Activity Care Coordinator
- Addictions (A & D) Counselor/Worker
- Aides\*
- Attendants (Ambulance/Personal Care)
- Audiologist
- Biomedical Technologists
- Caretaker
- Certified Health Records Technicians
- Certified Nursing Assistant  
/Licensed Practical Nurse
- Client Records Technician
- Clerk Interpreter
- Clinic Medical Assistant
- Clinical Therapist/Supervisor
- Community Health Representative
- Computerized Tomography Technologist
- Dental Therapist
- Diagnostic Imaging Technologist
- Dietician
- Emergency Medical Response  
Technologist
- Environmental Health Officer
- Family Counselor
- Home Support Worker
- Lay Dispenser
- Interpreter
- Laboratory Technologist/Assistant
- Mammography Technologist
- Mental Health Therapist
- Midwives
- Nutritionist
- Occupational Therapist
- Ophthalmic Technologist
- Pharmacist
- Pharmacy Assistant/Technician
- Physiotherapist
- Psychologist
- Radiology Technician
- Registered Nurse/ Nurse Practitioner/  
Nurse Mentors
- Respiratory Therapist
- Recreation Therapist/Assistant
- Rehabilitation Therapist
- Social Worker
- Sonographer
- Speech/Language Pathologist/Assistant
- Telehealth Clinical Coordinator
- Health Planner

\*Aides include: clinical aide, long term aide, nurse's aide, operating room aide, personal care aide, rehabilitation aide, resident care aide.

**Note:** Titles may vary from Authority to Authority. To be eligible for PDI funding a position must be consistent with the type of work being provided in each of the professions rather than the title itself.

<b>APPENDIX 1: PDI RATES BY COMMUNITY</b>
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<b>COMMUNITY</b>	<b>PDI PER POSITION</b>
Aklavik	3,700
Behchoko	3,100
Colville Lake	3,900
Deline	3,800
Dettah	3,000
Fort Good Hope	3,750
Fort Liard	3,000
Fort McPherson	4,000
Fort Providence	3,000
Fort Resolution	3,000
Fort Simpson	3,600
Fort Smith	2,000
Gamètì	3,330
Hay River	2,000
Hay River Reserve	2,000
Inuvik	3,550

<b>COMMUNITY</b>	<b>PDI PER POSITION</b>
Jean Marie River	3,740
Kakisa	3,000
Lutselk'e	3,300
Nahanni Butte	3,990
Norman Wells	3,425
Paulatuk	4,400
Sachs Harbour	4,610
Trout Lake	3,980
Tsiigehtchic	3,680
Tuktoyaktuk	3,830
Tulita	3,710
Ulukhaktok	4880
Wekweeti	3,300
Whati	3,300
Wrigley	4,032
Yellowknife	2,000

**APPENDIX 2: PDI Promotion Letter**

[Your Name]  
Chief Executive Officer/Deputy Head  
Health Authority  
[Street Address]  
[City, ST ZIP Code]

(Date)

(Name)  
Assigned PDI Administrator  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear assigned PDI Administrator:

RE: Professional Development Initiative (PDI) Fund 2009/2010

Thank you for choosing the Government of the Northwest Territories as your employer of choice. I would like to invite you to explore the benefits of the Professional Development Initiative (PDI) Fund. PDI is a monetary benefit offered to your position each fiscal year to support you in pursuing your educational and professional goals.

The information enclosed will help you make the most of our services. I am enclosing copies of:

- PDI Brochure
- PDI Application Form and Evaluation
- PDI Application Process to assist us in assessing PDI services

Please take a moment to complete the enclosed evaluation after each time apply for PDI funding and return to us so that we can ensure that we are meeting your educational needs. As your career evolves, we will be happy to help you evaluate your learning needs and assist you in finding the services that will help you achieve your new goals.

If you have questions, please call me at (867) 000-0000. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
Training Officer/PDI Coordinator

**APPENDIX 3: PDI Application Form** Submit to assigned PDI Administrator after completion of Part A & B  
 PDI Funds  Donation of PDI Funds  Other **Part A. For Employee Completion**

Authority: \_\_\_\_\_ Division: \_\_\_\_\_ Health Authority Start Date: (DD / MM /YY)

Position Title: \_\_\_\_\_ Position#: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Community: \_\_\_\_\_

Contact #s: \_\_\_\_\_ E-mail: \_\_\_\_\_

Indeterminate:  Full-time  Part-time %: \_\_\_\_\_ Term:  Full-time  Part-time %: \_\_\_\_\_  Relief Worker

Job Share Rotations:  up to 2 weeks (part-time)  3 months plus (extended/seasonal)

Activity Title/Resources: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

1. **Brief outline of activity:**  information attached

2. **Costs for which assistance is requested (estimates or actual expenses where possible).**

Tuition/registration ( <b>attach brochure</b> )	\$
Books, materials ( <b>attach information</b> )	\$
Travel ( <b>submit flight itinerary after approval</b> )	\$
Accommodation	\$
Per Diem ( <a href="http://www.hr.gov.nt.ca/library/dutytravel.htm">http://www.hr.gov.nt.ca/library/dutytravel.htm</a> )	\$
Salary/wages (paid study time during regular scheduled hours) (Scheduled hrs _____ #hrs x \$ _____ hourly rate) + 24%benefits	\$
Exam/Prof Registration/license fees	\$
Other (Childcare \$25/day/child, taxis, shuttle)	\$
<b>Total assistance requested</b>	<b>\$</b>

Reimbursement  Advancement of Funds (check with PDI Administrator for Authority guidelines)

Prepayment by Authority:  Travel  Accommodations  Tuition  Resource Books

Application for Out of Country Travel (letter of justification attached)

I, \_\_\_\_\_, verify that I understand and meet eligibility requirements. I confirm that all information provided in support of my request is complete and accurate. **I agree to continued northern service for a period equivalent to the leave taken for professional development.** I agree to complete an evaluation form along with all required receipts no less than 10 days after completion of the proposed activity. **I understand that upon tendering my resignation, I will no longer qualify for PDI education funding. I will provide proof of attendance and/or completion of the approved activity.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part B. For Director or Delegate Completion**  Supported  Not Supported ( staffing requirements)

I have discussed this learning opportunity with this employee and agree that it is relevant to his/her professional development. **A current Performance Appraisal for this employee has been completed.**

Sup Init. Director or Delegate Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part C. For assigned PDI Administrator Completion**  Approved  Not Approved  Deferred

Signature \_\_\_\_\_

Date \_\_\_\_\_

TC# \_\_\_\_\_

PDI Credit: \_\_\_\_\_

Deferral Amount \_\_\_\_\_

Date Advised: \_\_\_\_\_



**Appendix 4: Please take a moment to complete the brief evaluation form. Return to PDI Coordinator.**

**Job Type:**

- Diagnostic Services (Laboratory, Radiology, Audiology, Biomed, Ophthalmic, Sonography)
- Education/Promotion (Diabetes, Projects, Nutrition, Environmental)
- Emergency Response (EMT, Lay Dispenser)
- Health Planner/Management
- Long Term Care/Extended/Home Care Nursing
- Medical Services (Pharmacy, Records, Telehealth, Clinics, Interpreters)
- Other \_\_\_\_\_
- Nursing (Community, Public Health)
- Nursing- Hospital
- Rehabilitation (Occupational, Physiotherapy, Speech)
- Social Work - Community /Wellness/Addictions/Counseling
- Social Work - Hospital /Wellness/Addictions/Counseling
- Support Staff (Attendants, Aides, Home Support, Caretakers)

**Emp. Status:**  Indeterminate (f-t/p-t)  Term  Job Share  Relief **Community:** \_\_\_\_\_

**Time of service:**  6 to 12 months  1-2 years  3-5 years  6-10 years  10 + years

*How did you become aware of the Professional Development Initiative (PDI)?*

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Brochure   | <input type="checkbox"/> H&SS Website            | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Orientation   |
| <input type="checkbox"/> E-mail     | <input type="checkbox"/> Job Advertisement/Offer | <input type="checkbox"/> Poster     | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> HR Website | <input type="checkbox"/> Memo/Letter             | <input type="checkbox"/> Supervisor | <input type="checkbox"/> Other         |

*How did you become aware of the activity you accessed?*

- |   |   |                                     |  |
|---|---|-------------------------------------|--|
| <input type="checkbox"/> Brochure         | <input type="checkbox"/> HR Training Calendar | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Orientation   |
| <input type="checkbox"/> E-mail           | <input type="checkbox"/> Advertisement        | <input type="checkbox"/> Poster     | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Website/Internet | <input type="checkbox"/> Memo/Letter          | <input type="checkbox"/> Supervisor | <input type="checkbox"/> Other         |

*What type of training/resources was the funding used for?*

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Distance/On-line Education | <input type="checkbox"/> Resource Books/Aides      |
| <input type="checkbox"/> Workshop   | <input type="checkbox"/> Job Shadowing/Mentoring    | <input type="checkbox"/> Group Funding an Activity |
| <input type="checkbox"/> Other      |   |  |

Did the activity meet your training/learning objectives? If no, explain.  Yes  No

Will this training assist you with your current job duties?  Yes  No

*Describe the process you experienced in applying for PDI funds.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Applications readily accessible                     | <input type="checkbox"/> Instructions were readily accessible            | <input type="checkbox"/> PDI Coordinator was helpful     |
| <input type="checkbox"/> Applications <u>not</u> readily accessible          | <input type="checkbox"/> Instructions were <u>not</u> available to me    | <input type="checkbox"/> PDI Coordinator was not helpful |
| <input type="checkbox"/> Application clear/easy to complete                  | <input type="checkbox"/> Supervising department responded <u>quickly</u> | <input type="checkbox"/> Process was <u>quick</u>        |
| <input type="checkbox"/> Application <u>not</u> clear/ difficult to complete | <input type="checkbox"/> Supervising department <u>slow</u> to respond   | <input type="checkbox"/> Process was <u>slow</u>         |
|  |  | <input type="checkbox"/> Unable to access PDI            |
|  |  | <input type="checkbox"/> Other                           |

Does PDI funding affect your decision to remain employed with the GNWT? Explain.  Yes  No

Suggestions for improvement/comments:

Date: \_\_\_\_\_



**APPENDIX 5: PDI Application Form for Group Funding** **Part A. For Employee Completion**  
Submit to PDI Coordinator after completion of Part A & B

Authority: \_\_\_\_\_ Division: \_\_\_\_\_ Community: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact #s: \_\_\_\_\_ E-mail: \_\_\_\_\_

Activity Title/Resources: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

1. **Brief outline of activity:**  information attached

2. **Identified target audience:**

3. **Costs for which assistance is requested (estimates or actual expenses where possible).**

Tuition/registration/instructor fee <b>(attach brochure/contact information)</b>	\$
Books, materials <b>(attach information)</b>	\$
Travel Costs <b>(instructor(s))</b>	\$
Accommodation <b>(instructor(s))</b>	\$
Per Diem ( <a href="http://www.hr.gov.nt.ca/library/dutytravel.htm">http://www.hr.gov.nt.ca/library/dutytravel.htm</a> ) <b>(instructor(s))</b>	\$
Travel Costs (participants)	
Accommodation (participants)	
Per Diem (participants)	\$
Other (Childcare \$25/day/child, taxis, shuttle)	\$
Snacks and Refreshments	\$
<b>Total assistance requested</b>	<b>\$</b>

Funding Options:

Reimbursement or  Request Prepayment (discuss details with the designated PDI Coordinator)

I/We understand and agree that at least one eligible recipient of PDI Funds will attend or benefit from the proposed group activity. I will provide a list of participants and completed evaluation forms after the completion of the approved group activity.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Part B. For Director or Delegate Completion**  Supported  Not Supported

\_\_\_\_\_  
Director or Delegate Signature

\_\_\_\_\_  
Date

**Part C. For designated PDI Coordinator Completion**  Supported  Not Supported

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX 6: Blanket Approval Form for Out of Territory Travel**

[Your Name]  
Chief Executive Officer/Deputy Head  
Health Authority  
[Street Address]  
[City, ST ZIP Code]

(Date)

(Name)  
Assigned PDI Administrator  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear assigned PDI Administrator:

RE: FAM 2001 – 4.17.1 – Travel Outside the Northwest Territories under the Professional Development Initiative (PDI) Fund 2009/2010

As per section 4.17.1 of the Financial Administration Manual Chapter Index 2000 section 2001 – Travel and Hospitality, all travel outside of the Northwest Territories must be authorized in writing by the Deputy Head (Chief Executive Officer).

Blanket approval may be provided for frequent duty travel outside of the NWT by the Deputy Head (CEO). This blanket approval will be applied to authorized health authority staff funded by the PDI program to attend educational opportunities occurring outside of the NWT and within Canada.

This blanket approval for such travel under the PDI fund will be in effect for the fiscal year beginning April 01, \_\_\_\_\_ and ending March 31, \_\_\_\_\_. This letter will be reviewed and approved prior to the commencement of each new fiscal year.

This approval does not apply to travel outside of Canada. Refer to 4.17.2 of FAM Chapter Index 2000 section 2001 and the Human Resource Manual (HRM) section 1211.

If you have questions, please call me at (867) 000-0000. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
Deputy Head (Chief Executive Officer)

Cc: Finance Department

## **Director or Delegate:**

---

**Purpose:** PDI is an investment for the purposes of encouraging and promoting recruitment and retention within the Northern Workforce by funding skill and career enhancement.

## **Learning Activity/Resource:**

The learning activity/resource keeps the employee abreast of new knowledge and techniques in his/her fields of work or to maintain certification.

## **Operation/staffing requirements:**

- Is backfill required and available?
- Will operational requirements be met?

## **Performance Appraisal:**

supports the requested learning activity

## **Commitment:**

- A written resignation has been submitted
- Verbal resignation or intent has been given

## **Support:**

- Application is signed and dated as supported or not supported
- Funding is denied due to Operations/Staffing and funding deferred
- Submitted to designated PDI Administrator for funding approval

## **Designated PDI Administrator:**

---

### **Application:**

- Form completed including dates and activity
- Supported and dated by Director or Delegate
- Identified learning activity/resource is eligible for funding according to guidelines
- Estimated or actual expenses identified

### **Eligibility:**

- Position number is PDI eligible
- Indeterminate (full-time, part-time, job share or relief) or term (ten months or more)

### **Continuous Service with funding Authority:**

- Indeterminate (f-t, p-t and job share p-t (-2 week) and term) – 6months
- Job Shares Part time (-2 week) and Extended (13 weeks +) – 9 months
- Relief Workers – 12 months

### **Funding:**

- Available funding identified (including deferral)
- Outstanding advances or claims identified and application placed on hold until closed
- Closed claims reconciled with available funding

### **Funding Calculations:**

- Indeterminate and term (full-time hours) – 100%
- Indeterminate and term (part-time hours) – pro-rated based on percentage of position held/hours worked per week
- Job Share (Part-time and Extended) – 50% or based on percentage of position held
- Relief Worker (total hours worked over 12 month period excluding overtime, call-back and shift differentials)

## Relief Workers:

Relief work week:     37.5 hour work week                       40.0 hour work week

### Relief Worker Calculation:

40.0 hour work week: # hours worked over 12 months/2080 hours x Position Funding = PDI Entitlement (Example: 1200/2080 x \$2000 = \$1160)

37.5 hour work week: # hours worked over 12 months/1950 hours x Position Funding = PDI Entitlement. (Example: 1200/1950 x \$2000 = \$1240)

## Employee:

- Employee advised in writing of approval/denial or deferral and rationale
- Maximum funds available

## Travel Expense Claim:

- Original receipts received within ten working days from the end of the activity (i.e. travel) or purchase for expense reimbursement and/or closure

## Reports:

- PDI funded expense recorded in PDI Report

## Professional Development Leave and Travel Time:

A maximum of five (5) paid days per fiscal year plus travel days to and from the activity may be accessed

People Soft Entry Codes: PD1 (Professional Development Days)

Travel time plus check-in/out period at airports plus time waiting for connecting flights:

- 1 hour for airport departure/arrival within Territories
- 1 hour for airport arrival and overnight stopovers outside of NWT
- 2 hours for airport departures originating outside of NWT

Travel time/ Professional Development Leave will not be claimed for leave taken outside of normal scheduled working hours.

Extra time shall be recorded as vacation or leave without pay where scheduled time is replaced.

Duty travel exceeding 15 days:

- Per diems will be reduced to 50% of the total.

## Signing Authority:

- Pre-approval and expenses approval must be provided in writing by the Director or designate
- Out of Country Travel requires pre-authorization by the CEO/Deputy Head, Deputy Minister and Minister of Health and Social Services

## Tuition and Resources:

Submission of original receipts is required.

## Travel Authorization:

- Travel must be pre-approved by your Director or designate.
- A completed travel expense claim outlining the travel route must be completed and submitted prior to commencement travel.
- Travel authorization must be signed prior to travel for insurance purposes and to be eligible for reimbursement.

## Travel:

Travel includes transportation by means of commercial airfare, bus, train, vehicle rental and privately owned vehicle.

- Employees must travel by the most economical means.
- Receipts for airfare must include a flight itinerary and the original boarding passes.
- Driving costs must not exceed the lowest economy airfare. A quote of the lowest airfare must be provided with the request to travel by vehicle.

CEO or designate pre-approval is required for the use of a car rental or privately owned vehicle while on duty travel including PDI funded activities.

Reimbursement costs with receipts include – rental costs, fuel and toll for parking, roads, ferries and tunnels

## Car Rentals:

- The employee must decline the Collision Deductible Waiver (CDW) offered by the rental company. (The government has insurance coverage and no reimbursements will be approved for supplementary insurance.)
- The employee is not covered by insurance unless the expense claim is pre-approved.
- Car rental must be more economical than bus or airfare. Quotes must be submitted for comparison.
- Compact-sized vehicle must be used unless justification for a larger passenger vehicle is given.

## Private Vehicles:

- Mileage rates are found at: <http://www.hr.gov.nt.ca/library/dutytravel.htm>
- Mileage distances in kilometers are found at: <http://www.dot.gov.nt.ca/live/documents/documentManagerUpload/Highway%20Distances.pdf>

## Taxis:

- Taxis may be claimed up to \$10.00 per trip without a receipt.
- Any amount above this requires an original receipt.
- Hotel/Airport shuttle must be utilized where available.
- Tips are not a reimbursable expense

## Accommodation (Commercial and Private):

- Commercial accommodations must be used in the NWT
- Private accommodations can only be used in the NWT where sufficient commercial accommodations are unavailable and/or the private accommodations must be with a relative\*. (\*Definition: Relative: father, mother, brother, sister, spouse, common-law spouse, child, stepchild, foster child, father-in-law, mother-in-law, grandmother or grandfather.)
- Either commercial or private accommodations (does not need to be with a relative) may be used outside of the NWT.
- Private accommodations may be paid \$50.00 per night on the travel expense claim and no receipt is required
- Original hotel receipts including the nightly breakdown of expenditures must be submitted for expense claim closure.

## Per diems:

- Meals will be reimbursed at the approved per diem rate. Rates found at: <http://www.hr.gov.nt.ca/library/dutytravel.htm>
- Incidentals may be claimed for every overnight and the final day of travel
- Incidentals will not be paid when the travel is completed in one day
- Per diems will not be paid when the airline supplies the meal as part of the paid airfare
- Per diems are reduced to 50% after 15 days of travel in one location with incidentals remaining the same

Meal expenses will not be paid or reimbursed where:

Airline serves free meals as below:

1. Breakfast – 6:30am to 8:30am
2. Lunch – 11:30am to 1:30pm
3. Supper – 5:00pm to 7:00pm

Departure time allows for meals to be eaten at home prior traveling:

4. No breakfast if at home between 6:30am – 8:30am
5. No lunch if departure later than 1:00pm
6. No dinner if departure later than 6:30pm

Arrival time allows for meal times:

7. No breakfast where arrival is prior to 7:30 am
8. No lunch where earlier than 12:30 pm
9. No dinner where earlier than 6:30pm

## Childcare:

- Up to \$25.00 per day may be claimed for reimbursement where additional child/dependant care costs occur because of the travel
- Child care can be claimed for a dependant child 16 years of age or under.
- Original receipts must be submitted.

## Timelines:

- Completed expense claims and/or original receipts must be submitted for reimbursement and/or expense closure within ten (10) working days after the completion of the duty travel, activity or resource purchase.
- Advanced funds must be returned within five (5) working days when the activity and/or duty travel has been cancelled.

## Original Receipts:

The travel claim or request for reimbursement must include all original receipts including proof of payment.

Proof of payment includes:

- A statement or receipt showing a balance of zero dollars owing and mode of payment.
- The last four digits of the credit card must be visible in order to verify which credit card was used.
- A credit card or bank statement may be required to substantiate the funds spent.
- Where foreign currency is utilized, a bank, credit card or PayPal statement showing the Canadian funds spent is required.
- A detailed breakdown of daily hotel costs is required on the original checkout statement.
- Where receipts are missing and irreplaceable, a signed Statutory Declaration may be accepted with the costs and details outlined.
- The expenses must be submitted to the assigned PDI Administrator for reimbursement and/or expense closure.
- This includes the closure of advances.

Receipts may include:

- Associated travel expenses: Airfare, car rental (including gas, toll fees for parking, ferries and tunnels), parking, shuttle, taxi, child/dependent care, commercial accommodations,
- Registration Fees: courses, tuition, registration
- Resource Fees: texts, downloads, resource material, PDA

**References:**

Union of Northern Workers Collective Agreement – Article 45

Human Resources Manual (HRM) – 1210 – Duty Travel and Accommodations

<http://www.hr.gov.nt.ca/policy/hrm/1200%20-%20Allowances%20and%20Benefits/1210/default.htm>

Financial Management Manual (FAM) – 2001 – Travel and Hospitality -

<http://www.fin.gov.nt.ca/FAMWeb/index.html>