



POLICY

CATEGORY: Human Resources	PAGE NUMBER: 1 of 2
SUBJECT: Professional Development Initiative (PDI)	DISTRIBUTION: Hospital Wide Manuals
CURRENT EFFECTIVE DATE: February 2014	NEXT REVIEW DATE: February 2017

The Professional Development Initiative (PDI) program is intended to provide eligible health care professionals with increased opportunities for professional development, education and training for the purposes of skill and career enhancement. This policy clarifies some of the practices associated with PDI.

SPECIAL POINTS

- The Department of HSS is responsible for the PDI Program, its guidelines and funding. The PDI Program. The Department of Human Resources does not play a role.
- Health Authorities are responsible for approval of employees' learning plans, choice of development opportunities and education/PDI leave.
- DHSS PDI training officers manage the funding and process all PDI applications after they are signed by the applicant's Manager/Supervisor.

DEFINITION

Eligibility - must be an indeterminate (full-time, part-time, job-share, relief) or term (minimum ten month term) and assigned a position number

- Require continuous service within the GNWT's Health and Social Services (HSS) system according to the following:
 - indeterminate and term employees – six months
 - job-share employees – nine months
 - relief employees – twelve months
- Part-time and job share employee funding is pro-rated
- Relief employee funding is pro-rated, and based upon eligible employee's number of eligible (REG-like) hours worked in the previous fiscal year (April 01 – March 31); a *standard relief worker PDI formula* is used ($\# \text{ eligible hours} / 1950 \text{ hours} = \text{total \% of PDI}$)

**STANTON TERRITORIAL HEALTH AUTHORITY
POLICY DOCUMENT**

Human Resources: Professional Development Initiative

H0610

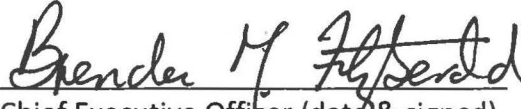
POLICY

- Salary is not covered by PDI.
- Salary will be paid by STHA for time away from work due to PDI activities if activities occur during regularly scheduled work hours.
- Requests for PDI leave must be approved by the employee's manager.
- Up to 37.5 professional development hours (5 days), may be accessed by an eligible employee each fiscal year.
- The five days of PDI leave include travel time and may only be claimed on actual days of travel where the employee has been scheduled to work.
- PDI hours are pro-rated for part-time and job share employees.
- Relief staff are not eligible for salary while attending PDI activities.
- Relief workers and job share employees are not eligible to defer funds due to the flexible nature of their rotations/scheduling.
- Overtime will not be paid when attending a PDI activity.
- PDI leave taken through the PDI program will be coded as PD1 in PeopleSoft attendance records.
- Employees may combine approved leave (i.e. annual, lieu, etc.) with PDI hours with the approval of their manager/supervisor.
- All leave approval is subject to operational requirements.

REFERENCE

PDI Guidelines (PDI 2013-2014), S:\SRHB-FORMS\PDI\PDI "respective year"

Reviewed and approved by:


Chief Executive Officer (date) & signed
February 28, 2014