

## Public Service Commission

### EXCLUDED DEVELOPMENT AND TRAINING GUIDELINES

The purpose of the Excluded Development and Training Fund is to provide our workforce with the opportunity to develop the knowledge and skill base necessary to provide excellence in public service. This can be accomplished through:

**Development:** skills to focus on growth and potential for future application; **and Training:** skills required to better perform current job responsibilities.

#### Guiding Principles:

- Priority may be given to first time applicants who have not yet received funding in the current fiscal year.
- All learning opportunities must be employee initiated. Department mandated development and training is not eligible for funding.
- The committee reserves the right to withhold new funding until the applicant has satisfied all requirements associated with previously funded learning opportunities.
- If application is denied funding due to lack of funds during a block, the committee may reconsider the application if funding is available at the end of the next block within the fiscal year.

#### Eligibility:

- Those eligible for funding from the Development and Training Fund for Excluded Employees are those who are employed by the Prince Edward Island Civil Service, Health PEI, Public Schools Branch, or French Language Schools Branch, in a supervisory or confidential role with the employer and who are also excluded from any Bargaining Unit (Civil Service Act s.43(2)). Casual and temporary employees appointed through the Public Service Commission must have one year of continuous service with government, excluded or unionized, before they become eligible for funding from the fund.
- The fund provides a maximum of \$2,500 per employee, per fiscal year.

#### NEW –Masters degree programs and other programs extending beyond one fiscal year

- When applying for funding for Master's degree programs or other programs that extend beyond one fiscal year, employees may apply for a maximum of \$2,500 per fiscal year. For example, if the program begins in July, employees can apply for funding 60 days prior to the start date, and receive up to the maximum of \$2,500 for the fiscal year. Funding application and supporting documents must clearly indicate the start and end date information. Funding applications and supporting documents must be resubmitted for approval for subsequent years.

### **Program Funding Criteria:**

The learning opportunity must support the growth of knowledge and skills beneficial to both the employee and employer and to the broader public service.

### **Individual Development and Training Criteria:**

The Development and Training Fund Selection Committee meets monthly to evaluate applications and make decisions. Each completed application is reviewed to ensure the applicant and learning opportunity are eligible for funding under the terms of the policy and guidelines. Application must be completed in full and is accompanied by the supporting material.

Incomplete applications will not be considered.

- The fund is divided into three blocks
- Block 1 - Learning opportunities taking place between April 1 - July 31.
- Block 2 - Learning opportunities taking place between August 1 - November 30.
- Block 3 - Learning opportunities taking place between December 1 - March 31.
- Applications for funding must be submitted no earlier than 60 calendar days prior to the commencement of the learning opportunity.
- Applications may be submitted in excess of 60 calendar days prior to the commencement of the learning opportunity only if an early bird registration is offered.
- Applications will NOT be accepted after the commencement of the learning opportunity.
- Deadline for submitting applications is the second Wednesday of each month.  
Example: If you wish to apply for funding for the end of June, your application must be submitted no later than the second Wednesday of June (the month when the learning opportunity is scheduled).  
For further clarification, please contact the Fund Administrator.
- MARCH ONLY: Applications will be reviewed after the March deadline on a first come first serve basis for learning opportunities commencing prior to March 31. Please Note: All applications must still be received prior to the commencement of the learning opportunity.
- The start date of the learning opportunity must fall within the current fiscal year (April 1 to March 31).
- The following will be considered for funding: costs of registration of learning opportunities that provide skills and knowledge that will benefit the broader public sector. Conferences, seminars, workshops and short courses offered by organizations outside of government.
- Cost of the following are not eligible for funding: fees, meals, course materials, books, salary, travel, accommodations, professional dues, membership fees and exams.
- Where time off is required to attend the learning opportunity, the employee must obtain prior support from his or her department. Evidence of this support is required in the form of a supervisor's signature on the application form.
- All unsuccessful or incomplete learning opportunities will not receive further funding.
- Anything not indicated above will be decided at the discretion of the committee.

### **Applicant Responsibilities:**

- Applicants must first apply to department training funds, where available. Confirmation of department funding or denial must accompany each application.
- Applications must be completed in full and be accompanied by the supporting material described on the application form.
- A separate application must be submitted for each learning opportunity.
- Applications for each learning opportunity must be submitted by the second Wednesday of the month.
- Proof of registration in the learning opportunity must be submitted with the application, where available.
- Invoices or receipts must be received at the Public Service Commission no later than 60 calendar days following the commencement of the learning opportunity or the application will be revoked.
- Proof of completion must be submitted upon conclusion of the learning opportunity, where available. For example: certificate or final mark.
- Employees who receive funding and who do not complete the learning opportunity must reimburse the full cost of assistance.
- Employees who receive funding and who choose to leave the provincial public service within six months of receiving funding under this policy must reimburse the full cost of assistance.
- Applicants must notify the fund administrator immediately if withdrawing an application or if the learning opportunity is canceled.

Deadline: All applications, invoices or receipts must be received at the Public Service Commission by March 31st of the current fiscal year, without exception.

Please return completed applications to:

PEI Public Service Commission  
105 Rochford Street  
Shaw Building, 1st Floor, North Entrance

or by email to:

[developmentandtrainingfund@gov.pe.ca](mailto:developmentandtrainingfund@gov.pe.ca)

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