

Professional Development Fund

1. At the beginning of the third year of the Third Collective Agreement between the Board of Governors of St. Francis Xavier University and the St. Francis Xavier Association of University Teachers (StFXAUT) a professional development (PD) fund is available for eligible employees. Eligibility details and expense thresholds are defined in Article 1.22 Professional Development Fund. The Third Collective Agreement can be found on the Human Resources website <http://sites.stfx.ca/hr/sites/sites.stfx.ca.hr/files/StFX%20Association%20Of%20University%20Teachers%20-%20AUT%20-%20Collective%20Agreement.pdf>
2. Eligible StFXAUT members are to complete the Professional Development Fund Expense Claim Form located on the Accounting Services website (http://sites.stfx.ca/financial_services/accounting/Forms_Online).
3. Completed forms will be submitted for approval to the Manager – either the Dean of the Faculty, University Librarian or Director, as appropriate, in which you are primarily employed as a member of StFXAUT.
4. As stated on the form and in compliance with Canada Revenue Agency (CRA), goods purchased with PD funds, will remain the property of the University in order to be considered a non-taxable benefit.
5. Questions on the completion of the form or eligibility of expenses can be directed to the Dean's/Manager's Office.