



THE MANAGEMENT PROFESSIONAL DEVELOPMENT ALLOWANCE (MPDA) FOR MEMBERS OF THE MANAGEMENT GROUP (TMG)

Policy Number (if applicable):

Approved by: President and Vice Presidents

Date of Most Recent Approval: July 2014

Revision Date(s): May/June 2002; May 2004; November 2005, January 2013, July 2014

Position Responsible for Developing and Maintaining the Policy: Associate Vice-President and Chief Human Resources Officer

Contact Department: Human Resources Services

PURPOSE

McMaster University promotes a culture of career planning and development for all employees and is committed to investing in the professional development of its management staff. The Management Professional Development Allowance (MPDA) is designed for each TMG employee to invest in self-directed career development (versus department-directed training). This plan will conform to the regulations pertaining to taxable benefits to individuals under the Canada Revenue Agency.

POLICY ELEMENTS

1. MPDA Benefit

The MPDA benefit is as follows:

- a) Prior to May 1, 2012: \$1,000
- b) May 1, 2012 to April 30, 2013: \$1,500
- c) May 1, 2013 to April 30, 2014: \$2,000
- d) May 1, 2014 and onwards: \$2,500

2. Eligibility

- a) All full time members of TMG will be allocated MPDA funds each fiscal year. A pro-rated MPDA will be allocated to a TMG member joining the University after June 1.
- b) A TMG staff member with a continuing appointment that is less than full-time will receive a pro-rated MPDA.

3. Use of Funds

The funds are designated for use by the individual for professional development purposes. Expenses covered by this allowance can include:

- a) dues and membership fees for professional associations;
- b) computer software required in the pursuit of the individual's professional development;
- c) travel including registration, transportation, food and accommodation for the member to attend conferences, field trips, research visits, or workshops, in accordance with the Travel Policy and Procedures (AP-010);
- d) subscriptions to professional publications;
- e) home internet and mobile connection fees to a combined maximum of \$25 per month (effective July 1, 2014, the combined maximum is \$50 per month);
- f) equipment and computers used in the pursuit of the individual's professional development, until April 30, 2013. Effective May 1, 2013, MPDA funds may no longer be used to purchase technology-related products such as computers, other electronic equipment, or associated supplies.

All goods purchased under this plan are the property of McMaster University but are available for the use of the individual for professional development activities while the individual is employed by the University. Disposal of such goods is at the discretion of the appropriate envelope manager and in accordance with any applicable policies and/or guidelines.

Ineligible expenses will not be processed for payment. Ineligible expenses include interest charged on overdue charge accounts and other personal expenses that, under current tax legislation, would be considered a taxable benefit to the individual. These personal expenses include but are not restricted to gifts, social club membership fees and personal living expenses.

4. Unspent Balances and Borrowing

MPDA accounts will be adjusted to budget at April 30. If an individual has not spent all of his/her MPDA prior to April 30, the unspent allocation will be made available to that member in the following year on the understanding that no more than two times the current level of MPDA will be carried forward in any one year by the TMG member. In addition the TMG member may borrow against future MPDAs for up to two years with managerial approval. As a result, TMG members may spend a maximum of five years MPDA in one fiscal year. Deficits are to be the first charge against future MPDAs. Any unspent balance in excess of the two year carry forward reverts back to the department. If, upon cessation of employment for any reason, the departing TMG member has an MPDA deficit due to funds borrowed against future allocation, the departing TMG member acknowledges that he/she has an obligation to repay the amount of the deficit to the University. In the case of termination such as resignation or retirement, unspent MPDA balances also revert to the department and cannot be cashed out by the employee who leaves the University. An unspent MPDA balance will be retained by an employee upon transfer to another TMG position within the University.

PROCEDURES

In view of the fact that the MPDA is a non-taxable benefit to individuals, the University must exercise the same control over these funds as it does for all other expenditures to ensure that the conditions applicable to non-taxable benefits are met. The University's policies including the Policy on Reimbursements to Individuals for University Business (AP-01) apply. Approval is by the Envelope Manager.

It is the individual's responsibility to ensure that the expenses charged against his/her MPDA account are legitimate costs incurred for his/her professional development. Prior to incurring cost, and where there is any doubt about the applicability of the proposed expenses to professional development, the TMG member is encouraged to discuss the use of the MPDA with his/her supervisor.