



Edmonton Youth Orchestra Professional Development Policy Adopted: October 6, 2025

Policy Statement

The Edmonton Youth Orchestra is committed to supporting the ongoing professional development of its employees. Our goal is to foster a culture of continuous learning that enhances individual performance, in alignment with our mission to create a rich, supportive environment to learn, grow, and perform.

About this policy

Each eligible employee may receive reimbursement for professional development expenses to a maximum of \$1,000 per contract year. Activities must be relevant to the employee's role, or career path within the organization.

Procedure

This policy applies to all EYO part-time and fulltime employees.

Qualifying expenses may include courses, certifications, workshops, conferences, and other learning opportunities. A certifiable receipt or invoice, of the expense(s), must be provided by the employee seeking reimbursement.

A written reimbursement request must be submitted to the President of the EYO Board of Directors for approval. The Board will assess the request at the next viable board meeting. The Board reserves the right to decline any request.

Ideally, an employee will obtain approval in advance, to ensure reimbursement. However, an employee may also submit a request, for a professional development expense that has already occurred in the current contract year.

Authority

Edmonton Youth Orchestra Board of Directors

Related documents

References

Revision history

Originally adopted: October 6, 2025