



**UES LOCAL 800  
F.T.Q.**

**PROFESSIONAL IMPROVEMENT  
GUIDELINES  
2021-2022**

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## I GENERAL INFORMATION

### **Professional Improvement Committee**

The Professional Improvement Committee, consisting of three (3) members named by RSB and three (3) representatives from the U.E.S. (Local 800) has the responsibility of allocating the funds available for the professional improvement of members of local 800. By the end of September of each fiscal year, the committee will review and establish the budget allocations for the year.

The funds may be used for the following purposes:

- I Credit courses
- II Non-credit courses/Technical courses, Workshops, Seminars, Conferences

N.B. Popular interest courses (such as meditation, yoga etc.) will not be eligible for funding.

### **Eligibility**

Only regular employees for whom the Professional Improvement Committee has received funding are eligible. *(As defined by clause 1-2.19 of the Collective Agreement)*

### **Objective**

The primary objective of the committee is to encourage members of Local 800 to use these funds *in order to upgrade* their academic and technical qualifications. It is the hope of the committee that these professional development activities will assist the employee in the performance of his/her duties or the attaining of a diploma (Reference Articles 5-7.02 and 5-7.03 of the *Collective Agreement*).

Another objective is to encourage employees to attend workshops, seminars, conferences and courses that will enable them to improve their effectiveness in their current position and that would enhance their satisfaction and understanding of work in general.

Application must be made to the Professional Improvement Committee on the PIC application form, a copy of which is found in this booklet. Additional copies may be obtained from the RSB website, the Human Resources Department or a member of the executive of Local 800.

The Professional Improvement Committee considers applications in order of receipt.

### **Procedure**

*Applications must be made to the Professional Improvement Committee on the PIC application form a minimum of four (4) weeks, whenever possible, before the day on which the activity will be held. A copy of the application form is found in this booklet. Additional copies may be obtained from the RSB portal, the Human Resources Department or a member of the executive of Local 800.*

## II CREDIT COURSES

### GENERAL GUIDELINES FOR CREDIT COURSES

All regular members of Local 800 who are eligible may apply for funding to help them pursue their studies. *(As defined by clause 1-2.20 of the collective agreement)*

Funding will be awarded for successfully completed part-time or full-time studies leading to Secondary V diploma, DVS (Diploma in Vocational Studies) as well as CEGEP and university level courses.

### Procedures for Claiming Reimbursement of Fees Related to Credit Courses

The amount of funding is as follows:

- 100% of the tuition fees (until the annual reimbursement amount is reached)
- This applies to studies undertaken between July 1 and June 30 of a school year

All requests for reimbursement must be accompanied by:

- an official and original receipt
- a transcript showing successful completion of the course and/or a statement indicating attendance (at least two thirds of the sessions)

**Requests are always subject to the approval of the Professional Improvement Committee. A regular employee is entitled to a reimbursement of tuition fees to the maximum indicated in Annex 1.**

**Deadline for Credit Course  
Reimbursement  
90 days after the completion of the course**

## III NON-CREDIT/TECHNICAL COURSES, WORKSHOPS, SEMINARS, CONFERENCES

### Guidelines for Non-Credit/Technical Courses

Successful applicants will be reimbursed 100% of the cost of the non-credit/technical course (excluding student fees, supplies, materials, and/or membership fees etc.) **up to the maximum indicated in Annex 1.**

All requests for reimbursement must be accompanied by:

- an official and original receipt
- a transcript showing successful completion of the course and/or
- a statement indicating attendance (at least two thirds of the sessions)

The committee may take into account the number of related non-credit/technical courses previously funded for the applicant, and the relevance of the non-credit/technical course for which the funding is requested

Funding will be available for Second language courses.

**Deadline for Non-Credit courses and Technical courses  
Reimbursement  
Within 90 days after the activity**

**Meals and Transportation are only eligible for reimbursements of sponsored activities that have been pre-approved by the Professional Improvement Committee. The RSB policy for the reimbursement of meals and transportation will be used for these pre-authorized expenses. For transportation expenses, the committee will reimburse either using the per KM rate set by the school board or the cost of either a Voyager bus or Via Rail to the destination whichever is less.**

**Guidelines for Workshops, Seminars and Conferences**

- Local 800 employees may apply for 100% of the cost of the registration fees for workshops, seminars, and conferences, **up to the maximum indicated in Annex 1.**
- Original receipts must be submitted upon attendance at a workshop, seminar, or conference.
- The Professional Improvement Committee may also take into consideration, the relevance of the workshop, seminar, or conference to the RSB work environment and the applicant's previous attendance at the same or similar workshop or conference.

**Deadline for Workshops, Seminars and Conference  
Reimbursement  
Within 30 days after the activity**

**IV OTHER SPECIFICATIONS**

**An employee can exceptionally combine up to a maximum of 3 years to allow his/her participation at a workshop, conference, seminar, non-credit or technical course. The employee benefiting from this clause can only apply again in three (3) years.**

**An employee cannot receive a reimbursement for a credit course and another type of course the same year.**

## V HOW TO APPLY FOR FUNDS

- Complete the “Request to Attend an In-service” form if attending a conference and/or workshop or a Request of Reimbursement of Tuition Fees form if taking a credit or non-credit/technical course. These forms are found at the end of this booklet. Additional copies may be obtained from the RSB portal, the Human Resources Department or a member of the executive of Local 800.
- Employees participating in an in-service activity need to notify their immediate superior.
- Ensure that all requested information is provided. Attach a conference brochure with the application form. **You will not be reimbursed for costs not indicated and pre-approved on your application.**
- All applications must be received by the Professional Improvement Committee a minimum of four (4) weeks prior to the professional improvement activity, *whenever possible*, in order for the committee to decide if the request meets the criteria for funding and how much funding will be given.
- The committee will communicate its decision and the amount of funding to the applicant in writing.

## VI REIMBURSEMENTS

### For Conferences and/or Workshops:

- A PIC Expense Account Claim must be submitted to Human Resources within the delays outlined in this policy after the authorized activity. Please attach all original receipts required to justify the pre-authorized expenses.

### For Tuition Fees:

All requests for reimbursement of tuition fees must be accompanied by:

- an official and original receipt
- an original transcript showing successful completion of the course and/or
- a statement indicating attendance (at least two thirds of the sessions)