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Success in both languages!



PROFESSIONALS'

PROFESSIONAL DEVELOPMENT FUNDS

GUIDELINES

2023-2024

PREAMBLE:

Riverside School Board is strongly committed to providing a wide range of professional development opportunities with the Professionals. In association with the Professionals' Union, we urge all, to actively plan for, and pursue, professional development as part of a life-long learning process. For the purposes of this document, the term "Professionals" shall apply equally to school-level and board-level Professionals.

PROFESSIONAL DEVELOPMENT FUNDING:

- 1.1 Each July 1st, a sum of \$500 will be available to each eligible professional, as long as funds are available. A professional also has the option of retaining \$200 from a current year to be used in the following school year for a maximum amount of \$700.
- 1.2 Should it become evident that the allocation provided for these guidelines may result in insufficient overall funds, a modification to the allocation provisions outlined in 1.1 may result, with a 30 day advance notice to professionals.
- 1.4 As per 8.4.08 of the collective agreement, the end of school year Professional Development balance, individually and collectively, is carried over to the following school year.

ELIGIBILITY:

- 2.1 All Professionals, including those in part-time or supernumerary positions are eligible to receive Professional Development funds.
- 2.2 Professionals on 100% leaves of absences without salary are not eligible to receive Professional Development funds. Likewise, while on a medical leave, Professionals shall not have access to Professional Development funding for the duration of their medical absence from work, although tuition fees can be presented to the Labour Relations Committee (LRC) committee for consideration.
- 2.3 Part-time Professionals and Professionals hired during the school year shall be eligible for funding on a pro-rata basis.
- 2.4 Professionals on a deferred leave of absence shall be eligible for reimbursement of educational studies only.

APPLYING FOR PROFESSIONAL DEVELOPMENT FUNDING FOR CONFERENCES/WORKSHOPS:

- 3.1 Professionals wishing to attend workshops or conferences must submit, to Human Resources, a completed Professional Development Committee Request Form (Annex A) authorized by their immediate superior, including a copy of the program for the particular event.
- 3.2 All requests must be received prior to the event, and with as much advance notice as possible. **Only under exceptional circumstances will consideration be given to after the fact applications.**

- 3.3 All applications to attend professional development activities are acknowledged. If an acknowledgment of application is not received within two weeks of the submission, the Professional should contact Human Resources.

WORKSHOPS/ CONFERENCES:

- 4.1 The goal of in-service activities is the development of skills and knowledge that will facilitate and be beneficial in one's role as a Professional.
- 4.2 Funding will generally be provided for a maximum 5 day period for any individual professional development workshop or conference opportunity. Exceptional situations may be submitted to the Labour Relations Committee (LRC) for consideration and decision.

Workshops or conferences pursued during an individual's vacation period may, upon approval by both their superior and the Administrators Professional Development Committee, result in the vacation time implicated being deferred rather than lost.

PROCEDURES RELATED TO REIMBURSEMENT:

- 5.1 All reimbursement claims must qualify as per the Board's Reimbursement of Expenses Policy (available on the RSB website under Governance).
- 5.2 It is possible to obtain an advance of monies up to 75% of travel costs as per the Board's Reimbursement of Expenses Policy.
- 5.3 All workshop or conference expenses (travel, hotel, meals, etc.) must be listed on the Professionals' Professional Development Committee Expense Claim Form – Annex B provided for this purpose, and forwarded to Human Resources for processing, in conformity with the Board's Reimbursement of Expenses Policy.
- 5.4 Expense claims with original receipts, should be submitted within 45 days of the event, when possible. Expense claims and applicable receipts not received within 60 days following the date of a workshop or conference will NOT be considered for reimbursement.
- 5.5 For conferences in the Montreal and surrounding area, expense claims (for meals, parking, and travel) are set at a maximum of \$70 for each full day of attendance. This does not apply to conferences held at Riverside School Board or any of its facilities which are not eligible for PD funding.
- 5.6 For travel distances up to 600 km return, rail, bus, or equivalent car mileage at the prevailing Board rate will be paid.
- 5.7 In general, economy travel airfare is paid for distances over 600 km return. Other modes of transportation will be considered if costs incurred can be demonstrated to be equal to or less than the related airfare travel costs that would have been incurred.