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|  <p>Cree School Board Commission scolaire crie</p> | <h2>Policy on Professional Improvement for Professionals</h2> | |
| | <p>Department responsible: Human Resources Effective date: July 1, 2011 Amended: July 1, 2012, March 1, 2014, July 1, 2014, March 3, 2016, January 12, 2017, December 8, 2017 and June 20, 2018 Approved by: Resolution #EC 2016-065, EC 2017-001, EC-2017-525 and EC 2018-335</p> | |
| | <p>References:</p> | <p>Council Policy Manual: E: Mega End, EL-2, EL-3, EL-4 and EL-6</p> |

1) General Provisions

Purpose

1.1. This Policy is a tool placed at the disposal of the professionals who wish to improve and further develop their knowledge, aptitudes, and competencies as professionals. This Policy provides namely the framework for the implementation of article 7-10.00 of the Professionals' Collective agreement (P3).

Objectives

1.2. The objectives of this Policy are namely to:

- a) promote the continuous training of the professionals of the Board;
- b) support the sharing of the recent research developments in education and their implications in the communities;
- c) give access to new methods;
- d) lend assistance to the network of the professionals in the development of ideas, methods and innovations in teaching;
- e) allow the professionals to share with their colleagues their skills, competences, knowledge and talents they have acquired.

Definition

1.3. For the purposes of this Policy, the following words or expressions mean:

- a) **Committee:** the professional improvement committee constituted by the Labour Relations Committee as prescribed in the collective agreement;
- b) **Human Resources:** Human Resources Department of the Cree School Board located in Mistissini;
- c) **PLANS:** categories of activities distributed as follows:
 - PLAN A: School Fees
 - PLAN B: Workshops, Conferences, Training sessions, etc.
- d) **Professional:** a person carrying out a function in an employment group prescribed in the Classification Plan for Professionals;

- e) **Recognized institution:** a post-secondary institution recognized as such by a province.

Condition

1.4. The decision to grant any funding under the present Policy must take into consideration, amongst other criteria, the pertinence and long-term benefits of any activity funded not only for the professional but also for the Board and the school community.

2) Consultation

Subjects

2.1. The School Board shall consult the Committee on the following subjects:

- a) the professional improvement projects submitted;
- b) the assessment of professional improvement activities;
- c) the analysis of professional improvement needs;
- d) any other question pertaining to professional improvement determined after agreement.

Clause 7-10.05 / P3

Recommendation

2.2. The Committee studies each request and makes the appropriate recommendations to the Board. The Board and the Union may agree that a recommendation from a representative appointed by Human Resources and an appointed Union representative will constitute a valid recommendation from the Committee.

Immediate supervisor

The immediate supervisor of the professional must also recommend the activity in order for the application to be considered.

Leave of absence

2.3. A professional who is on a leave of absence and not available for work¹ at the time of the measure may not benefit from this Policy.

3) PLAN A / School Fees

Application

3.1. A refunding of school fees is offered to support the employee's professional development for certain courses taken in a recognized institution.

Criteria

3.2. A professional may apply for a grant under PLAN A, if:

- a) the course is relevant to his work and career plan;
- b) he has successfully completed the course;
- c) the course was taken in a recognized institution.

¹ Except for educational leaves of absence for which the funding is requested.

[Deadlines - applications](#)

3.3. Applications for reimbursement under PLAN A must be received by Human Resources within 90 days after the Professional has successfully completed the course.

The request must be accompanied by:

- a) official transcripts;
- b) appropriate receipts.

[Funding](#)

3.4. A maximum of \$900 per school year, covering tuition, books, registration fees, etc. may be allocated to a professional and reimbursed upon presentation of original receipts.

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| 4) PLAN B / Workshops, Conferences, Training sessions, etc. |
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[Application](#)

4.1. Funding is offered to allow the professionals to have greater accessibility to training and development through workshops, conferences, training sessions, etc. The professional is allowed to a maximum of one professional development activity under Plan B per school year.

[Criteria](#)

4.2. A professional may apply for the grant under PLAN B, if he:

- a) has been with the Board for at least 1 year;
- b) has a full-time work load;
- c) has got the approval from his immediate supervisor.

[Conditions / activities](#)

4.3. To be eligible for funding under PLAN B, the following conditions apply:

Type

- a) priority will be given to requests reflecting a particular need for the community;

Location

- b) the workshop or conference must be held in the province of Quebec, although development activities relating to education in native communities being held in Canada will be considered. However, when the workshop or conference is not offered in English in Québec, Professionals whose language of work is English may apply for an activity offered in Ontario;

Report

- c) within 30 days after the event, the professional must submit a written report to human resources and to his immediate supervisor. Detailed summary of the event is required. (Contents, meetings, training, etc.)

It is also possible to suggest a presentation or report to colleagues during a pedagogical day or any other convenient period in order to allow others to benefit from this improvement.

[Request](#)

4.4. The professional must submit a request for professional improvement activity with the following information (see **Appendix A**):

- a) the beginning and ending dates of the activity;
- b) the duration of the activity;
- c) the location where the activity will take place;
- d) other information pertinent to the program;
- e) a detailed budget of actual expenses.

[Deadline / application](#)

Applications for funding must be received by Human Resources along with a copy to the union delegate at **least 30 days prior** to the activity of project.

[Funding](#)

4.5. For the reimbursement to be processed, the report must be sent by mail or internal mail at the same time as the travel expense form, with the original receipts and a proof of attendance.

[Eligible expenses](#)

The following expenses are eligible for funding:

- a) **Enrolment expenses:** a maximum of \$900;

Travel expenses

Considering that the plane is the means of transportation privileged by the Board namely to reduce the duration of the absence, a professional who chose another means of transportation when flights are available is deemed to have travelled by plane and the time and related expenses will be calculated accordingly.

- b) **Transportation:** the **cost** of transportation as per the School Board Business Travel Policy in effect;
- c) **Lodging²** (with receipt):
 - for the stay in a hotel throughout the event, up to \$180 per night.
 - for a stay in private housing, maximum of \$50 per night.
- d) **Meals:** according to the School Board Business Travel Policy in effect;
- e) **Babysitting Expenses:** according to the School Board Business Travel Policy in effect.

The required travel must be done in the most reasonable and cost-effective manner available and in order to limit as much as possible the professional's absence. All payments or reimbursements for travel expenses are intended to indemnify the employee for direct and necessary expenses incurred by him, therefore, only expenses deemed necessary and reasonable are receivable.

[Deadline / reimbursement request](#)

4.6. The request for reimbursement and the travel claim must be received within 30 days following the event, with the original receipts and a proof of attendance. Failing which the Board may refuse to reimburse the expenses.

² Incidentals may also be claimed

[Decision](#)

4.7. The professional will be informed by Human Resources within one week of its decision.

[CSB / organized activities](#)

4.8. When the Board organizes other professional improvement activities for professionals, the expenses related to these activities may be funded by the budget under PLAN B.

5) Final Provisions and Application of this Policy

[Report](#)

5.1. At the end of the school year, the Committee prepares a report on the professional improvement projects and financial aid requests it approved during the year.

[Limitation](#)

5.2. The application of this Policy is subject to sufficient funding and resources.

[Other provisions](#)

5.3. This Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

This Policy is a complement to the applicable collective agreement and by-laws and is subject to the management right. In case of discrepancy with the collective agreement, by-law or any legislation, the latter shall prevail.

[Official version](#)

5.4. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

5.5. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Appendix A

Application Form / Also available on the CSB website

FORMULAIRE DE DEMANDE / APPLICATION FORM PROFESSIONAL IMPROVEMENT PERFECTIONNEMENT PROFESSIONNEL

1. INFORMATION

NOM DE FAMILLE/LAST NAME

PRÉNOMS USUELS/GIVEN NAME

ÉCOLE, SERVICE / SCHOOL, DEPARTMENT

NUMÉRO DE TÉLÉPHONE/PHONE NUMBER

ADRESSE/ADDRESS

2. INFORMATION SUR L'ACTIVITÉ / ACTIVITY INFORMATION

TITRE /TITLE : _____

TYPE D'ACTIVITÉ/ACTIVITY TYPE (joindre information additionnelle au besoin / attach additional information if needed)

DATES DE L'ACTIVITÉ/ACTIVITY DATES : _____

ENDROIT/LOCATION : _____

DATE DE DÉPART DE LA COMMUNAUTÉ / DEPARTURE DATE FROM THE COMMUNITY : _____

DATE DE RETOUR DANS LA COMMUNAUTÉ / RETURN DATE TO THE COMMUNITY: _____

3. ESTIMATION DES COÛTS / ESTIMATED COSTS

INSCRIPTION/FEEES: \$ _____ TRANSPORT/TRAVEL : \$ _____

HOTEL/REPAS/MEALS : \$ _____ TOTAL : \$ _____

Je déclare avoir lu et compris les conditions applicables à la présente demande telles que définies à la Politique HR-05 et notamment à la clause 4.1 relative au remboursement. I declare that I have read and understood the conditions applicable to this request as defined in the Policy HR-05 and namely clause 4.1 related to the reimbursement.

SIGNATURE DU PROFESSIONNEL/LE/PROFESSIONAL: _____ DATE: \ \ \

4. RÉSERVÉE AU SUPERVISEUR IMMÉDIAT / FOR USE BY THE IMMEDIATE SUPERVISOR

RECOMMANDÉE/ RECOMMENDED : OUI/YES : _____ NON/NO : _____

RAISONS/REASONS :

SIGNATURE DU SUPERVISEUR / OF SUPERVISOR: _____ DATE: \ \ \

5. RÉSERVÉ AU COMITÉ DE PERFECTIONNEMENT /FOR IMPROVEMENT COMMITTEE USE ONLY

RECOMMANDÉE/ RECOMMENDED: _____ NON-RECOMMANDÉE/ NOT RECOMMENDED: _____

INÉLIGIBLE/NOT ELIGIBLE : _____ DEMANDE INCOMPLETE/INCOMPLETE REQUEST : _____

SIGNATURE S.P.P.M.S.N.O. : _____ DATE : _____

SIGNATURE C.S.C./C.S.B. : _____ DATE : _____