

 <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, June 20, 2018 and September 5, 2024 Approved by: Resolutions #EC 2016-065, EC 2017-001, EC-2017-525, EC 2018-335 and EC 2024-496</p>	
	<p><u>Other references</u></p>	<ul style="list-style-type: none"> ▪ Business Travel Policy (FIN-02) ▪ Collective agreement P3 (7-10.00)

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 notably the framework for the implementation of article 7-10.00 of the Professionals' Collective agreement (P3) and is subject to sufficient budget under the professional improvement fund.

Objectives

1.2. The objectives of this Policy are primarily to:

- a) promote the:
 - continuous training of the professionals,
 - complementary training offered to the professional to enable him to adapt to the technical changes in his sector of activities
 - training designed to redirect his orientation toward a new sector of activities¹;
- b) give access to new methods, acquisition of techniques and skills to improve the operation of a department, school or centre;
- c) lend assistance to the network of the professionals in the development of ideas, methods and innovations specific to one's professional occupation;
- d) allow the professionals to share with their colleagues the skills, competencies and knowledge they have acquired;
- e) enhance performance of a professional's duties at the Board or meet a Board requirement associated with a professional order.

¹ Clause 7-10.02 (P3)

[Definitions](#)

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 for Part-Time Courses
 - PLAN B: Workshops, Conferences and Training Sessions
 - PLAN C: Special Projects / Group Training;
- d) **Professional:** a person carrying out a function in an employment group prescribed in the Classification Plan for Professionals;
- e) **Recognized institution:** a recognized Canadian post-secondary institution.

[Principles](#)

1.4. The development of human resources shall be the responsibility of the Board and shall be designed to meet the needs and context of the Board. 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.

[CSB / organized activities](#)

1.5. When the Board organizes other professional improvement activities for professionals, the expenses related to these activities may be funded under this Policy.

2) Consultation and Recommendation

[Subjects](#)

2.1. The School Board shall consult the Labour Relations Committee (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 professional improvement 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. The professional improvement requests may be reviewed in person, by videoconferencing, by e-mail or telephone.

Immediate superior The immediate superior of the professional must also recommend the activity under PLAN B (workshops, conferences, training) in order for the application to be considered.

During a leave of absence **2.3.** A professional who is on a leave of absence and not available for work at the time of the activity may not benefit from this Policy.

Decision **2.4.** The professional will be informed by Human Resources in writing of its decision following his request.

3) PLAN A / School Fees for Part-Time Courses

Application **3.1.** A refunding of school fees is offered to support the employee's professional development for certain accredited courses taken on a part-time basis outside working hours in a Recognized institution while the professional is employed by the Board. However, non-accredited courses may be recognized under PLAN A if recommended by the immediate superior.

Criteria **3.2.** A professional may be eligible for a grant under PLAN A, if:

- a) he is a regular, substitute² or supernumerary³ professional;
- b) he has successfully completed the course;
- c) the course:
 - is directly relevant to his work and/or career plan within the Board, and,
 - was taken in a Recognized institution.

Deadlines - applications **3.3.** Requests for reimbursement under PLAN A must be **received by Human Resources within 90 days** after the Professional has successfully completed the course but no later than June 30th.

The request must be submitted on the CSB Reimbursement Form (see **Appendix A**) and accompanied by:

- a) official transcripts (or certificate of completion if not available) submitted by the Institution;
- b) detailed invoice from the Institution and proof of payment.

Any request for reimbursement received after June 30th will be accounted in the following year and the amount available for the professional for that following year will be reduced accordingly.

Funding **3.4.** A maximum of \$1,300 per professional per school year covering tuition, books, and registration fees may be reimbursed upon presentation of appropriate receipts. Any other expenses such as campus, IT, insurance, Student Services fees, etc. are not covered by the Board. Any unspent portion of this amount cannot be carried over to the next school year and is deemed forfeited.

² A substitute professional engaged as such to replace a professional who is absent or on a leave (5-1.03)

³ As per clauses 2-1.04 and 5-1.04 (P3)

Work schedule

3.5. Activities under PLAN A must take place outside the professional's work schedule and there is no leave with pay as such for that reason. However, the professional may, if needed, use any other leaves he may have (e.g., overtime, annual leave) subject to applicable conditions (e.g., eligibility, approval by the immediate superior, need of the services, replacement).

4) PLAN B / Workshops, Conferences & Training Sessions

Application

4.1. Funding is offered to allow the professionals to have greater accessibility to training and professional development through workshops, conferences and training sessions attended on an individual basis by the employee and not as part of a Board group under PLAN C.

Criteria

- 4.2.** A professional may be eligible for a grant under PLAN B:
- a) for participation to a maximum of one in person activity that involves travel per school year;
 - b) if he is a regular, substitute or supernumerary professional hired for a term equal to or greater than 6 months;
 - c) if he gets from his immediate superior:
 - i. a recommendation to the effect that the activity is directly relevant to their role as professional, and
 - ii. the approval for any necessary absence from work.

Conditions / activities

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

Location

- a) in person activities must be held in the province of Quebec, however,
 - i. when an activity related to indigenous education is not available in Quebec, an activity offered elsewhere in Canada may be considered;
 - ii. when an activity is not available in Quebec, an activity offered in Ontario may be considered;
 - iii. when the employee is not fluent in French and the activity is only offered in French in Quebec, an activity offered in Ontario may be considered;

Report

- b) within 30 days after the event, the professional must submit a written report⁴ to Human Resources and to his immediate superior. Detailed summary of the event is required (sessions attended, what was learned and how the knowledge can be applied in their professional role).

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;

⁴ At least 3 pages but no more than 10 pages

[Limitation](#)

- c) the immediate superior may decide to limit to a certain number of its professionals who can go at the same time for professional improvement, when this could jeopardize the service delivery.

[Application & deadline](#)

4.4. Applications for funding must be submitted on the CSB Application Form (see **Appendix B**) and received by Human Resources **at least 30 days prior** to the activity.

[Eligible expenses](#)

4.5. The following expenses incurred by a professional for workshops, conferences and training sessions are eligible for funding:

- a) **Registration fees:** a maximum of \$1,300 per school year;
- b) **Travel expenses⁵:** all business travel undertaken to participate in a professional improvement activity must follow the CSB 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 employee's absence. Considering that the plane is the means of transportation privileged by the Board notably to reduce the duration of the absence, an employee who chose another means of transportation which is not the most effective when flights are available is deemed to have travelled by plane and the work time will be calculated accordingly; he will have to assume any additional expenses that would not otherwise have been incurred:

- i. **Transportation:** the **cost** of transportation as per the CSB Business Travel Policy in effect;
- ii. **Lodging⁶** (with receipt):
 - for the stay in a hotel throughout the event, up to \$350 per night for a standard room excluding taxes
 - for a stay in private housing, maximum of \$75 per night;
- iii. **Meals:** according to the CSB Business Travel Policy in effect;
- iv. **Babysitting expenses:** according to the CSB Business Travel Policy in effect.

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 will be accepted.

[Reimbursement/ deadline & documentation](#)

4.6. The request for reimbursement and the travel claim must be **received by Human Resources** by mail or e-mail **within 30 days** following the event but no later than June 30, along with the appropriate receipts, the report of 4.3 b) and a proof of attendance. Failing which the Board may refuse to reimburse the expenses. If copies are provided, the professional must ensure to keep the original receipts for at least 12 months to provide them upon request.

⁵ Travel advance may be provided as per the conditions established in the CSB Business Travel Policy (FIN-02).

⁶ Incidentals may also be claimed

Working hours

4.7. The professional authorized by the Board to carry out a professional improvement activity under PLAN B during his regular work schedule shall receive the salary he would receive if he were at work. The regular work schedule of the professional shall not be modified, unless there is an agreement between the professional and the Board.

Clause 7-10.03 / P3

5) PLAN C / Special Projects – Group Training

Description

5.1. Funding is available for certain special projects for professional improvement centered on the Board employees' development.

Special projects can be defined as training sessions delivered by external trainers for a group of employees initiated or organized at the local or regional level by:

- the Cree School Board, or
- by associations or organizations from outside the Board.

Requirements

Where possible, training should be delivered in community.

Authorization for any necessary absence from work must be provided by the immediate superior. The latter may decide to limit to a certain number of the staff who can go at the same time for professional improvement activity, when this could jeopardize the service delivery.

Application

5.2. An application by the organizing manager(s)⁷ must be submitted on the CSB Form (see **Appendix C**) and **received by Human Resources at least 30 days** before the activity. The request must be accompanied by a detailed description of the project and a list of the names and positions of all participating employees.

Working hours

5.3. The employee who, at the request of the Board, participates in professional improvement activities during his regular working hours shall be considered at work during that period.

Funding

5.4. Funding under section 4.5 is available to cover the related travel expenses for PLAN C.
In addition, funds are available to cover the trainer's fee, cost of catering and room rental, if applicable.

6) Final Provisions and Application of this Policy

Report

6.1. 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.

⁷ An employee or a group of employees may submit a project to their organizing manager(s)/HR for consideration

[Other provisions](#) **6.2.** 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](#) **6.3.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **6.4.** 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.



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Appendix A⁸
CSB Professional Improvement PLAN A:
School Fees for Part-Time Courses
Reimbursement Request Form / INDIVIDUAL REQUEST(*)
(Request form with required documents must be emailed to HR at:
professional.improvement@cscree.qc.ca *within 90 days of successful completion of*
course, no later than June 30th)

Employee Information: (*) to be completed by the employee on their own behalf	
School Year: _____	
Position: Manager <input type="checkbox"/>	Teacher <input type="checkbox"/>
Professional <input type="checkbox"/>	Support Staff <input type="checkbox"/>
Last Name: _____	First Name: _____
Address: _____	
Phone (home) : _____	Phone (work) : _____
Email: _____	Hiring Date _____
Community: _____	School or Department: _____
Date of last request for PLAN A School Fees for support: _____	

Part-Time Course Information:
Institution Name: _____
Course Code: _____
Course Name: _____
Course Start Date: _____
Course Completion Date: _____
Amount Paid for Tuition, Registration Fees or Books: _____

Required Documents:	
<input type="checkbox"/> Official Transcript Ordered Date ordered: _____ Email: professional.improvement@cscree.ca if registrar does not issue official transcript	To be <u>submitted by the institution</u> and mailed to: <i>CSB Human Resources</i> <i>Attention: L&D</i> <i>203 Main Street, PO Box 1630</i> <i>Mistissini, QC G0W 1C0</i>
<input type="checkbox"/> Detailed Invoice from institution attached	Charges and amounts must be itemized (<i>only tuition, administration and registration fees covered</i>)
<input type="checkbox"/> Proof of Payment attached	Receipt showing payment of invoice amount or CC statement

Employee Signature: _____ **Date:** _____

For the Administration's Use Only	
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Amount: _____	Incomplete Request <input type="checkbox"/>
	Not Eligible <input type="checkbox"/>
Reasons or comments: _____	
Signature CSB: _____ Date: _____	

Note: This is a 2 page form. The Administration approval section on the following page must be included with the application.



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Appendix B⁹

CSB Professional Improvement PLAN B: Workshops and Conferences Application Form / Individual Request (*)

(To be emailed to HR at: professional.improvement@cscree.gc.ca
and must be received 30 days prior to the Activity)

Employee Information: (*) to be completed by an individual employee on their own behalf	
School Year:	
Position: Manager <input type="checkbox"/> Teacher <input type="checkbox"/> Professional <input type="checkbox"/> Support Staff <input type="checkbox"/>	
Last Name:	First Name:
Address:	
Phone (home) :	Phone (work) :
Email:	Hiring Date:
Community:	School or Department:
Last Conference or Workshop attended (title and date):	

Activity Information:	
Name of Training Activity:	
Activity Type (*) In-Person <input type="checkbox"/> Virtual <input type="checkbox"/>	
Activity Date:	
Location:	
Departure from the Community (date and time):	
Return to the Community (date and time):	
Notes: 1. return to work is the first working day after return to the community. 2. Business Travel Policy may apply if combining business travel on a Professional Improvement activity with personal time off work (e.g. holiday).	

Estimated Costs: (*) use CSB online travel calculator tool to estimate meals and mileage costs		
	Registration Fee	
	Hotel: _____ nights x _____	
	Meals: _____ days x _____ (*)	
	Transportation: Car (mileage) <input type="checkbox"/> (OR) <input type="checkbox"/> Airplane	
	Babysitting Fee: _____ nights x _____	
	TOTAL Estimated Costs:	

Note: This is a 2 page form. The Administration approval section on the following page must be included with the application.

⁹ This form is provided for information purposes and may differ from the official version available on E-You

**CSB Professional Improvement PLAN B:
Workshops and Conferences
Application Form / Individual Request (page 2)**

I declare that I have read and understood the conditions applicable to this request for funding as defined in the policy applicable to my position (HR-02 Managers, HR-04 Teachers, HR-05 Professionals, HR-06 Support Staff).

Employee Signature: _____ **Date:** _____

For Supervisor's Use Only

Recommended: *activity directly relevant to employee's work and career plan* Yes No

Absence Approved Yes No

Reasons or comments:

Supervisor's signature: _____ **Date :** _____

For the Administration's Use Only

Recommended Not Recommended

Not Eligible Incomplete Request

Reasons or comments:

Signature CSB: _____ **Date:** _____

Signature AENQ / SPPMSNO: _____ **Date:** _____



Appendix C¹⁰
CSB Professional Improvement PLAN C:
Group Training Application Form / GROUP REQUEST (*)
*(Application form to be emailed to HR at: professional.improvement@cscree.qc.ca
and received 30 days prior to the Activity)*

Requester Information: (*) to be completed by Organizing Manager on behalf of a group of employees	
Request for training initiated by:	Employees <input type="checkbox"/> Organizing Manager (O.M.) <input type="checkbox"/>
School Year:	
Training group includes (check all that apply):	
Managers <input type="checkbox"/>	Teachers <input type="checkbox"/> Professionals <input type="checkbox"/> Support Staff <input type="checkbox"/>
O.M. Last Name:	O.M. First Name:
Address:	
Phone (home):	Phone (work):
Email:	
Community:	School or Department:

Activity Information: (*) please attach a detailed description or training proposal with the application.	
Name of Training Activity:	
Activity Type:	In-Person <input type="checkbox"/> Virtual <input type="checkbox"/>
Activity Start Date:	Activity End Date:
Goals of the Training Activity:	
Relevance/Long-Term Benefit to employees, the Board and community:	
Location of Activity:	
Name of Training Vendor:	
Names and Positions of participating employees <i>(please provide a separate list with your application if needed):</i>	
Will this activity require travel by employees or the vendor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Departure from the community (date and time):	
Return to the community (date and time):	

Estimated Budget: (*) use CSB online travel calculator tool to estimate meals and mileage costs Attach a copy of the Training Vendor's budget for the activity.	
Trainer's Fee	
Employee Travel Costs (if required)	Accommodation:
	Meals:
	Transportation:
Trainer Travel costs (if required)	Accommodation:
	Meals:
	Transportation:
Other costs (i.e. catering, room rental etc.):	
TOTAL Estimated Costs:	

Note: This is a 2 page form. The Administration approval section on the following page must be included with the application.

¹⁰ This form is provided for information purposes and may differ from the official version available on E-You

**CSB Professional Improvement PLAN C:
Group Training Application Form (page 2)**

I declare that I have read and understood the conditions applicable to this request for funding as defined in the Policy applicable to the position(s) (HR-02 Managers, HR-04 Teachers, HR-05 Professionals, HR-06 Support Staff).

Signature: _____

Date: _____

For Supervisor's Use Only

Recommended: *activity directly relevant to employee's work and career plan:*

Yes

No

Absence Approved

Yes

No

Reasons or comments:

Supervisor's signature: _____

Date : _____

For the Administration's Use Only

Recommended

Not Recommended

Not Eligible

Incomplete Request

Reasons or comments:

Signature CSB: _____

Date:

Signature AENQ / SPPMSNO: _____

Date:
