

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on professional improvement for Support Staff</h2>	
	<p><b>Department responsible:</b> Human Resources  <b>Effective date:</b> July 1, 2011  <b>Amended:</b> July 1, 2012, March 1, 2014, July 1, 2014, March 3, 2016, September 8, 2016, December 8, 2017 and June 20, 2018  <b>Approved by:</b> Resolution #EC 2016-066, EC 2016-462, EC 2017-525 and EC 2018-335</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual: E: Mega End, EL-2, EL-3, EL-4, EL-6</p>

### 1) General provisions

Purpose

1.1. This Policy is a tool placed at the disposal of the Support Staff who wish to improve and further develop their knowledge, aptitudes, and competencies. This Policy provides namely the framework for the implementation of article 5-7.00 of the Support Staff's Collective agreement (S8).

Objectives

1.2. The objectives of this Policy are namely to:

- a) promote the continuous training of the support staff of the Board;
- b) encourage support staff personnel to participate in professional improvement activities aimed at improving their schooling, knowledge or skills;
- c) improve the quality of services provided by support staff personnel by providing better access to professional improvement activities;
- d) determine the frame of reference that will govern the planning, organization, implementation, control and evaluation of professional improvement activities for support staff personnel.

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) **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 employee but also for the Board and the school community.

Immediate supervisor

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

Leave of absence

**1.5.** An employee who is on a leave of absence and not available for work<sup>1</sup> at the time of the measure may not benefit from this Policy.

## **2) Eligibility and Activities**

Eligibility

**2.1.** All regular employees (full-time or part-time)<sup>2</sup> can present a professional improvement project. Temporary employees are eligible only after having worked 6 months.

The employee must also get the approval from his immediate supervisor. However, only when the training is required by the Board that time may be recognized and compensated.

Activities

**2.2.** The following professional improvement activities or projects may qualify under this Policy:

- a) Courses leading to a certificate or any general courses that can help the employee carry out his duties:
  - i. the employee shall be responsible for this type of professional improvement
  - ii. courses or studies shall fall within an academic program
  - iii. subsidies may be granted for full-time and part-time courses successfully completed.
  
- b) Conferences, workshops, training sessions, etc.:
  - i. activity which is directly tied to the employee's duties and organized by the Board or by associations or organizations from outside the Board
  - ii. this type of professional improvement can take place during the employee's work schedule.

The activity must be held in the province of Quebec, although improvement 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 Quebec, Support Staff whose language of work is English may apply for an activity offered in Ontario;

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<sup>1</sup> Except for educational leaves of absence for which the funding is requested.

<sup>2</sup> And who has completed his probation period.

- c) Special projects:
  - i. these projects must come from an employee or group of employees
  - ii. this type of professional improvement can take place during the employee's work schedule.

### **3) Committee - Consultation**

#### Composition

**3.1.** The Labour Relations Committee may set up a Professional Improvement Committee by appointing 2 representatives: 1 from the Board and 1 from the Union.

#### Duties

**3.2.** The duties of the Professional Improvement Committee shall be to:

- a) collaborate in the development of professional improvement policies and programs;
- b) collaborate in the planning of professional improvement activities;
- c) study professional improvement requests presented by the employees or required by the Board;
- d) make appropriate recommendations to the Board, particularly those concerning the distribution and use of the professional improvement budget;
- e) be consulted by the Board on the:
  - i. use of the professional improvement budget
  - ii. nature, duration and frequency of the upgrading activities offered to employees.

#### Recommendation

**3.3.** The Committee studies each improvement request and makes the appropriate recommendations to the Board.

The improvement requests may be reviewed in person, by videoconferencing or by telephone.

#### Decision

**3.4.** The employee will be informed in writing of the decision following his request by Human Resources.

## 4) Funding

### Deadline - application

4.1. Applications for funding must be received by Human Resources at least 30 days prior to the activity or project (see **Appendix A**).

### Limitation

4.2. One professional improvement activity per employee, per school year is permitted. The application of this Policy is subject to sufficient funding and resources.

### Courses in a recognized institution

4.3. For courses in a recognized institution, a maximum of \$900 per school year may be reimbursed to an employee for registration fees, tuition and books.

### Deadline / reimbursement

Applications for reimbursement must be received by Human Resources within 90 days after the employee has successfully completed the course. The request must be accompanied by:

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

### Conferences, workshops, training sessions, special projects

4.4. The following expenses for conferences, workshops, training sessions, special projects, etc. are eligible for funding:

- a) **Registration fees for the conference:** a maximum of 700\$ per school year may be reimbursed to an employee for registration fees;

### Travel expenses

Considering that the plane is the means of transportation privileged by the Board namely to reduce the duration of the absence, an employee 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) **Lodging<sup>3</sup>** (with receipt):
  - for the stay in a hotel throughout the event, up to \$180 per night excluding taxes.
  - 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 employee's absence. All payments or reimbursements for travel expenses are intended to

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<sup>3</sup> Incidentals may also be claimed.

indemnify the employee for direct and necessary expenses incurred by him, therefore, only expenses deemed necessary and reasonable are receivable.

[deadline / reimbursement](#) The request for reimbursement and the travel claim must be submitted 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.

[CSB / organized activities](#) **4.5.** When the Board organizes professional improvement activities for its support staff, the expenses related to these activities may be funded under this budget.

## **5) Final Provisions and Application of this Policy**

[Statement](#) **5.1.** The Board shall provide a statement of revenues and expenses once a year to the Labour Relations Committee at their first meeting of that particular school year.

[Other funding](#) **5.2.** If an employee receives an allowance or any other amount of money from another source, he must give the Board any amount thus received.  
*Clause 5-7.07 / S8*

[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.  
*Clause 5-7.08 / S8*

[Other provisions](#) **5.4.** This Policy replaces any other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies 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](#) **5.5.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **5.6.** 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 - SUPPORT STAFF IMPROVEMENT PERFECTIONNEMENT EMPLOYÉS DE SOUTIEN

#### 1. INFORMATION

NOM DE FAMILLE/LAST NAME

PRÉNOMS USUELS/GIVEN NAME

ÉCOLE, SERVICE / SCHOOL, DEPARTMENT

NUMÉRO DE TÉLÉPHONE/PHONE NUMBER

ADRESSE/ADDRESS

DATE D'EMBAUCHE/HIRING DATE:

\_\_\_\_ \ \_\_\_\_ \ \_\_\_\_  
A/Y M/M J/D

NIVEAU/LEVEL: \_\_\_\_\_

#### 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-06 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-06 and namely clause 4.1 related to the reimbursement.

SIGNATURE DE L'EMPLOYÉ/E: \_\_\_\_\_ 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 A.E.N.Q.: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE C.S.C/C.S.B: \_\_\_\_\_ DATE: \_\_\_\_\_