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|  <p>Cree School Board Commission scolaire crie</p> | <h2>Policy on Professional Improvement for Support Staff</h2> | |
| | <p>Department responsible: Human Resources Effective date: July 1, 2011 Amended: July 1, 2012, March 1, 2014, July 1, 2014, March 3, 2016, September 8, 2016, December 8, 2017, June 20, 2018 and September 5 2024 Approved by: Resolutions #EC 2016-066, EC 2016-462, 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 S8 (5-7.00) |

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 notably the framework for the implementation of article 5-7.00 of the Support Staff's Collective agreement (S8) 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 support staff of the CSB;
- 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 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) **Recognized institution:** a recognized Canadian post-secondary institution, technical institute or institutions offering vocational or adult education programs.

[Principles](#)

1.4. The Board and the Union recognize the importance of capacity building by ensuring the development of human resources and the employees recognize the importance of maintaining their skills in accordance with the provisions of this Policy and the collective agreement.

The development of human resources is the responsibility of the Board. The various programs related to this purpose shall be developed by the Board according to its objectives, orientations, needs and priorities. They are to allow the employees to acquire skills or techniques, or to modify work habits, thereby enabling them to improve performance in their duties, to update their skills as regards other requirements determined by the Board for eligibility to positions, and to prepare for duties which they could be called upon to perform at 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 employee but also for the Board and the school community.

[CSB / organized activities](#)

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

2) Consultation and Recommendation

[Duties](#)

2.1. The duties of the Labour Relations Committee (the “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 activities offered to employees.

[Recommendation](#)

2.2. The Committee studies each 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 improvement requests may be reviewed in person, by videoconferencing, by e-mail or telephone.

[Immediate superior](#) The immediate superior of the employee 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.** An employee who is on a leave of absence and not available for work at the time of the measure may not benefit from this Policy.

[Decision](#) **2.4.** The employee will be informed in writing by Human Resources 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 employed by the Board. However, non-accredited courses may be recognized under PLAN A if recommended by the immediate superior.

[Criteria](#) **3.2.** An employee may be eligible for a grant under PLAN A, if:

- a) he is a full-time, part-time support staff employee or temporary employee hired for more than 6 months or who has been working for more than 6 months;
- b) he has successfully completed the accredited 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 employee 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 a 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 employee for that following year will be reduced accordingly.

[Funding](#) **3.4.** A maximum of \$1,300 per employee 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.

Work schedule

3.5. Activities under PLAN A must take place outside the employee's work schedule and there is no paid leave as such for that reason. However, the employee 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 employees to have greater accessibility to training and development through conferences, workshops and training sessions attended on an individual basis by the employee and not as part of a CSB group under PLAN C.

Criteria

4.2. An employee may be eligible for a grant under PLAN B:

- a) to participate to a maximum of one in-person activity that involves travel per school year
- b) if he is a full-time or part-time:
 - i. regular employee or on probation, or
 - ii. temporary employee hired for more than 6 months or who has been working for more 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 support staff, 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;

Limitation

- b) the immediate superior may decide to limit to a certain number of its support staff 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 for workshops, conferences and training sessions are eligible for funding:

- a) **Registration fees:** a maximum of \$1,300 per school year;
- b) **Travel expenses¹:** 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. **Lodging²** (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 expense claim must be **received by Human Resources by mail or e-mail within 30 days** following the event but no later than June 30, with the appropriate receipts and a proof of attendance. Failing which the Board may refuse to reimburse the expenses. If copies are provided, the employee must ensure to keep the original receipt for at least 12 months to provide them upon request.

¹ Travel advance may be provided as per the conditions established in the CSB Business Travel Policy (FIN-02).

² Incidentals may also be claimed.

5) PLAN C / Special Projects – Group Training

- [Description](#) **5.1.** Funding is available for certain special projects for professional improvement centered on support staff 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 its 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)³ must be submitted to Human Resources on the CSB Form (see **Appendix C**) and received 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

- [Working hours](#) **6.1.** The employee who participates in professional improvement activities approved by the Board under PLAN B or C during his regular working hours shall be considered at work during that period.
- Only when the activity is required by the Board will overtime incurred for the training and/or travel be recognized and compensated.
- Clause 5-7.08 / S8*
- [Statement](#) **6.2.** 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.

³ An employee or a group of employees may submit a project to their organizing manager(s)/HR for consideration

[Other funding](#)

6.3. If an employee receives an allowance or any other amount of money from another source for a professional improvement activity funded under this Policy, he must give the Board any amount thus received.

Clause 5-7.07 / S8

[Other provisions](#)

6.4. 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](#)

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

[Responsibility](#)

6.6. 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.



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Appendix A⁴

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: _____ |

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|---|--|
| Required Documents: | |
| <input type="checkbox"/> Official Transcript Ordered Date ordered: _____ Email: professional.improvement@cscree.ca if registrar does not issue official transcript | To be submitted by the institution 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: _____ |

⁴ This form is provided for information purposes and may differ from the official version available on E-You



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Appendix B⁵

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

(To be emailed to HR at: professional.improvement@cscree.qc.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). | |

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| 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.

⁵ This form is provided for information purposes and may differ from the official version available on E-You
September 5, 2024

**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 C⁶
CSB Professional Improvement PLAN C:
Group Training Application Form / GROUP REQUEST (*)
*(Application form to be emailed to HR at: professional.improvement@cscree.gc.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.

⁶ This form is provided for information purposes and may differ from the official version available on E-You
September 5, 2024

