



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**PROFESSIONAL DEVELOPMENT / GROWTH POLICY
- PROFESSIONAL STAFF**

(Adopted June 14, 2017, revised on October 16, 2019)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

1. COMMITMENT

The School Board is committed to student success and to provide, within the context of yearly budgets, relevant professional development and growth opportunities to the professional staff.

2. OBJECTIVES OF THE PROFESSIONAL DEVELOPMENT/GROWTH POLICY

- a) Provide opportunities for Professionals to discuss and identify their own learning needs which would enhance their knowledge, skills, work performance and professional accomplishments;
- b) Target individual and common yearly “learning objectives”, aligned with School Board’s strategic directions and the use of best practices across disciplines;
- c) Ensure an equitable distribution and use of yearly funds;
- d) Provide a framework to ensure procedural efficiency.

3. ELIGIBILITY

Professionals with the following employment contract:

- a) Regular
- b) Supernumerary
- c) Substitute with a contract of more than 6 months.

4. FUNDING

- a) The total number of equivalent full time regular and supernumerary professionals (as per the definitions in the collective agreement) on September 30th of the preceding school year will serve as the base to prepare the budget. The total number equivalent full time regular and supernumerary professionals on September 30th of the current school year will be used to adjust yearly amounts available for professional development.
- b) Total yearly funding is of \$240 per equivalent full-time regular and supernumerary professional as per the collective agreement (8-4.08).

5. ADMINISTRATION, ALLOCATION AND USE OF FUNDS

- a) The administration of funds is the responsibility of the School Board (article 8-4.08). It will be managed by Human Resources.
- b) The yearly amount available for professionals working 75% or more is ~~\$240~~ **\$368**. For professionals working less than 75% this amount is pro-rated as per their percentage of work.
- c) An additional amount, based on the availability of funds (amount to be determined each school year) can be distributed equally amongst all professionals. This amount is confirmed by the Labor Relations Committee no later than November 1st and transmitted to all professionals by Human Resources by November 15th.
- d) Reports on the allocation of funds will be provided by Human Resources to the Labor Relations Committee twice per year, ideally by December 1st and June 1st of each school year.



- e) Discretionary sources of funding can be used, if available, to offer and support common and/or individual professional development needs or initiatives. These additional amounts will be authorized by the competent authority (Director of Service or School Principal) and must be communicated to Human Resources to ensure due processing. These additional discretionary amounts are at the exclusive discretion of the School Board and will be used solely after funds stipulated in b) and c) have been depleted.

6. PROCEDURE

- a) Application forms can be obtained on the CQSB website, under the section Human Resources or at the Human Resources' office or the office of the School Secretary.
- b) Individual applications for funding must be accompanied by a description of the activity, be duly filled out with all required information along with mandatory signatures (the applicant, the immediate supervisor and/or the competent authority) and transmitted to Human Resources by the applicant.
- c) Applications for funding must be submitted for approval **at least 10 working days prior** to attending an activity. The School Board reserves the right to refuse the processing of PD requests who are submitted at the last minute or after the activity has taken place.
- d) Request will be reviewed and processed by Human Resources. The applicant and his or her immediate supervisor will be informed of the decision by Human Resources.
- e) The employee is expected to pay for the activity, unless some other arrangements are made directly by the School Board or the School and Centre.
- f) The employee must fill out an Expense Claim, within 30 days after the expenses have been incurred, submit original receipts and other supporting documents (as per the Travel and Living Expenses Reimbursement Policy) and transmit will all required signatures to Human Resources for due processing. Once the completed expense claim form is received, the School Board will reimburse within 30 days.

VERY IMPORTANT - It is the responsibility of each professional to forward all necessary documents in order to promptly process a request for PD or an Expense Claim. Incomplete documents will be returned to the employee for due completion before being processed by Human Resources or Financial Services.

